



CCCC Head Start Parent Policy Advisory Committee (PPAC)

Bylaws

Article I: Name

The name of this body is the CCCC Head Start Parent Policy Advisory Committee (PPAC) as established by the CCCC Board of Regents via the CCCC Head Start Governance Policy & Bylaws, adopted August 10, 2021.

Article II: Purpose

The purpose of the PPAC is to serve as a liaison and advisor to CCCC Head Start administration in the developing and setting of policies, activities, and services for the CCCC Head Start program to meet the needs of the children and families served by the program.

In adopting these bylaws, the PPAC acknowledges and understands that the CCCC Head Start Governance Policy & Bylaw adopted by the CCCC Board of Regents, August 10, 2021, set the foundation and basis for work the PPAC and are in accordance with Head Start Performance Standards (45 CFR Chapter XIII).

Article III: Membership

Membership of the PPAC is comprised of seven (7) individuals who meet eligibility criteria. Membership make-up will be 3 elected from the Early Head Start, 3 from the Head Start and 1 Community Representative.

Eligibility:

Any parent, foster parent, or legal guardian of a child enrolled in CCCC Head Start is eligible to serve on the PPAC. Efforts will be made to include representation from the various parent groups on the PPAC...i.e. low-income, disability, foster, and prenatal.

CCCC Head Start employees who have children in the program are not eligible to serve nor are members of the CCCC Board of Regents or the Spirit Lake Tribal Council.

Selection-Elections:

Eligible candidates will volunteer, be asked, or be nominated to have their name placed on a ballot for election of members to the PPAC.

Names will be solicited in August and elections held in September during the monthly Family Night activity hosted by the program.

All parents, foster parents, legal guardians, and expectant mothers are eligible to vote for the membership of the PPAC. CCCC Head Start employees who have children in the program are eligible to vote.

The balloting process will be overseen by CCCC Head Start administration and will be documented/recorded.

Article IV: Terms

PPAC members serve a one-year term beginning October but may serve up to three years, consecutively, by being re-elected each year. Depending on circumstances, i.e. resignation, child no longer in the program, the PPAC may reappoint or appoint a new member by a unanimous vote of a quorum of the PPAC. Recommendations will come forward from the PPAC members and/or CCCC Head Start administration when a vacancy occurs. The appointed member will fulfill the term of the individual they replaced.

Article V: Duties of the PPAC members

1. Provide input and advice regarding policies, services, calendar, and activities for the CCCC Head Start program.
2. Attend and participate at the PPAC meetings, including orientation and trainings.
3. In concert with CCCC Head Start administration, determine best communication methods for the parents, families in the program; assist and help with communications.
4. Meet monthly, set agenda in concert with CCCC Head Start Director.
5. Be an engaged parent advocate and encourage other parents to be involved.
6. Assist and support the recruitment and training of employees for the program, that follows CCCC Personnel Policies.
7. Budget permitting, attend the national Indian Head Start conference.
8. Meet on an annual basis with CCCC Board of Regents, preferably in the fall, to discuss upcoming school calendar, activities, and to set a joint training session.

9. To know, understand, and follow CCCC Personnel Policies that includes a code of conduct based on Dakota values and a conflict of interest disclosure that applies to any committee member. The CCCC Head Start program is a grant program to CCCC and thus, follows the policies as established by the CCCC Board of Regents.

Article VI: Officers

The PPAC shall elect officers - Chair, Vice-Chair, Secretary, and Treasurer – on an annual basis, and among the 7-member body in an effort toward community leadership development. Officers will be changed, rotated on an annual basis as determined by the PPAC.

Chair responsibilities:

- Lead and preside at all PPAC meetings
- Work cooperatively with the CCCC Head Start Director to plan agenda, conduct meeting
- Convene special meeting, as appropriate, in concert with the CCCC Head Start Director
- Know, understand, help explain Head Start Performance Standards for the operations of the CCCC Head Start program
- Help to clarify, explain issues and to bring forward ideas toward the improvement of the services

Vice Chair responsibilities:

- Leads and presides in the absence of the Chair

Secretary responsibilities:

Records, documents PPAC meetings by taking notes and drafting minutes

Notes member's attendance and participation

Assists CCCC Head Start Director in the record keeping for PPAC.

ARTICLE VII: Meetings

Roberts Rules of order will be used to conduct all meeting of the PPAC.

Four members (of the seven members) must be present to establish a quorum for a meeting of the PPAC. No business may be conducted without a quorum.

Each member has one vote and majority rule applies for the conduct of business.

Each fall, the PPAC will determine the meeting days and time for the upcoming school year and that information must be included on the CCCC Head Start calendar. The CCCC Head Start

program follow the CCCC academic calendar for holidays (noted in the CCCC Personnel Policies) and school year (fall, spring, summer semester).

The CCCC Board of Regents, CCCC Head Start Director, or the CCCC Head Start PPAC may request special meetings as appropriate.

A meeting of the PPAC may be conducted online via Zoom or another program, as long as a majority of members concur, and same rule applies for needing a quorum to conduct any business.

The PPAC may conduct an electronic vote on an issue via email or text message and that will be documented and noted in the minutes.

Article VIII Vacancies and Terminations

- A. Any council representative with three (3) unexcused absences over any length of time may be automatically terminated with or without notice.
- B. Should an emergency or unforeseen circumstance occur such as illness, death, or medical emergency, it will constitute as an excused absence so long as the secretary is notified.
- C. A member shall give a written letter of resignation to the president prior to resigning.
- D. When there is a vacancy on the PPAC, the vacancy will be filled by a unanimous vote of a quorum of the PPAC.
- E. The officer or member of this PPAC can be removed by unanimous vote of a quorum of the PPAC if she/he fails to perform his/her duties as outlines above.
- F. If confidentiality clause is breeched it will result in immediate termination.

ARTICLE VIII: Amending the Bylaws

These Bylaws may be amended by majority vote of the members of the PPAC. Amendments may be recommended by CCCC Head Start administration, PPAC members, or CCCC Board of Regents by bringing forth a draft for discussion, review, and approval at a PPAC meeting.

Bylaws will be reviewed every three years at minimum or as needed.

Review and approved by the CCCC Board of Regents

CCCC Board of Regents Chair 

Date: 3-9-2022