

Davis/Morgan/Summit Head Start/Early Head Start Program
320 S. 500 E.
Kaysville, UT 84037

Grantee Agency:
Davis School District
45 East State Street
Farmington, UT 84025

BY-LAWS FOR HEAD START/EARLY HEAD START POLICY COUNCIL

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APPROVED BY POLICY COUNCIL:

Policy Council Chair

Date

Governing Board Representative

Date

Director

Date

ARTICLE I - NAME

- A. The name of this Council shall be the Davis/Morgan/Summit Head Start/Early Head Start Policy Council, hereafter referred to as the Policy Council.

ARTICLE II - PURPOSE AND OBJECTIVES

- A. The purpose and objectives of the Policy Council shall be:
1. To render the overall operation of the Davis/Morgan/Summit Head Start/Early Head Start program, as prescribed in the Head Start/Early Head Start Policy manual, and any supplements or revisions thereof.
 2. To serve as a link between public and private organizations, the Grantee Board, which is the Davis School District Board of Education, and the community it serves. To plan, coordinate and organize agency-wide activities for parents (with the assistance of the staff) that ensure proper and effective parent participation and involvement.
 3. To initiate suggestions and ideas for program improvements and receive reports on actions taken by the Head Start/Early Head Start Program with regard to such recommendations.
 4. To recruit volunteer service from parents, community residents and organizations and to mobilize said services to meet identified needs.
 5. To oversee Parent Activity Funds.

ARTICLE III - RESPONSIBILITY AND AUTHORITY

- A. To establish, approve and submit to the Governing Board:
1. Program goals, (Long and short term planning.)
 2. Activities that support active involvement of parents and policies to insure that the agency is responsive to community and parent need.
 3. Location of centers.
 4. Use of available community resources.
 5. Program recruitment, selection and enrollment priorities.
 6. Personnel policies and decisions regarding the employment of program staff consistent with the Governing Body's responsibilities in this area, including standards of conduct for program staff, contractors, and volunteers.
 7. Appointment of the Head Start/Early Head Start staff that have direct involvement with the children.
 8. Grant applications.
 9. Budget planning for program expenditures.
 10. Calendar for the next school year.
 11. Procedures for how members of the Policy Council will be elected.
 12. Composition of the Policy Council.
 13. Bylaws for the operation of the Policy Council.
 14. Distribution of Parent Activity Funds and/or Policy Council Budget.
 15. Methods of resolving difference and complaints not covered by these by-laws. (See Article X)
- B. To ensure that the agency provides training and technical assistance to the Policy Council, and the Governing Board to help them understand the information they receive and can effectively oversee and participate in the programs of the Head Start/Early Head Start agency.
- C. A liaison position between parents, community, and the Head Start/Early Head Start Program.

- D. A process to provide parents with information about opportunities for self-development and self-help, including:
 - 1. Education opportunities.
 - 2. Health programs and services.
 - 3. Food programs and services.
 - 4. Work and work training opportunities.
- E. A process to assist the staff in recruiting parents as classroom volunteers.
- F. The initiation of program improvements.
- G. Specific suggestions during budget and grant development, including:
 - 1. Budget needs for:
 - a. Equipment
 - b. Facilities
 - c. Parent involvement (Parent travel, etc.)
 - d. Additional needs.
 - 2. Recommendations for the next year:
 - a. Number of children in the program
 - b. Additional staff
 - c. Health services
 - d. Additional recommendations as deemed necessary.
- H. A reporting and information sharing process from the director and staff to the Board and Policy Council, about program planning, policies, and Head Start/Early Head Start agency operations. Information Sharing must include monthly financial statements, including credit card expenditures, monthly program information summaries, program enrollment reports, monthly reports of meals and snacks and USDA reimbursement, financial audit, annual self-assessment, community needs assessment and communication and guidance from the ACF Secretary.
- I. Committees to participate in the Self-Assessment of the Head Start/Early Head Start Program.

ARTICLE IV MEMBERS

- A. Composition of Policy Council:
 - 1. One (1) parent representative from each class. The one (1) parent representative will be the Class Chair or their designated alternate who has been duly elected.
 - 2. Elected community representatives not to exceed 49% of the Policy Council composition.
 - 3. A representative of the Davis School Board of Education.
- B. Business
 - 1. Business will be conducted at regularly scheduled or specially called meetings where a quorum of voting members is in attendance.
 - 2. One-fourth of Policy Council members will constitute a quorum.
 - 3. A quorum must contain at least 51% parent representatives or their alternates.
 - 4. In the event a quorum is not present, and there is business that cannot wait until the next regularly scheduled meeting, a telephone vote will be taken by calling parents and community representatives, beginning with those who have attended at least 3 meetings. The phone vote will continue until a quorum is in consensus.
 - 5. The results of the voting will be included in the minutes of the regularly scheduled Policy Council Meeting or a separate document with phone vote results that is distributed to all members prior to the next meeting.

C. Voting Rights

1. Each class chair, or their designated alternate, shall be entitled to one (1) vote.
2. Community representatives, or their designated alternate, shall be entitled to one (1) vote for a maximum of two - three (3) years terms or six (6) years, after which time they may continue to serve without a vote.
3. Policy Council Chair will serve as a non-voting member, except in the case of a tie, in which case the chair casts the deciding vote.
4. Representative of the Grantee Agency Board (Davis School Board of Education) shall be entitled to one (1) vote for a maximum of three (3) years, after which time they may continue to serve without a vote.
5. Invited key management staff, including the director and service area managers of the Head Start/Early Head Start program, may serve in an advisory capacity without voting rights.
6. No immediate family members of a Davis/Morgan/Summit Head Start/Early Head Start employee (as defined by Davis School District Policy) may serve on Policy Council.

D. Term of Office

1. Parent Representatives:
 - a. Parent Representatives shall serve for not more than five (5) one year terms.
 - (1) A full year shall consist of not less than five (5) consecutive months.
 - (2) A parent representative is the parent of a currently enrolled child who serves on the Policy Council in a voting capacity and directly represents the parents of currently enrolled children.
 - (3) Policy Council members will remain in position for a full year from time of election.
2. Community Representatives:
 - a. Community Representatives who represent a community agency are elected by the organization they represent and approved and submitted to the Board by the current Policy Council in the September/October Policy Council meeting.
 - b. Community Representatives may include interested parties at large including parents of former Head Start/Early Head Start children.
 - (1) Persons wishing to hold this position must request and submit a form for approval to the Policy Council in writing prior to the September/October Policy Council meeting. Voting rights are limited to the six-year lifetime term guideline.
 - (2) Policy Council must approve these appointments in the September/October Policy Council meeting.
 - c. An e-mail of Notification of Acceptance will be sent to each Community Representative by the Policy Council Chair after the September meetings.
3. Termination of Membership
 - a. The Policy Council Executive Committee will track Policy Council attendance and will report consistent absences to the Family/Fatherhood/Volunteer Specialist.
 - b. After two (2) consecutive, non-excused absences, the Family/Fatherhood/Volunteer Specialist will inform the Family Service Worker who will then contact the Parent Representative to notify them of their attendance status and possible dismissal and help them in overcoming attendance problems.
 - c. Membership of any member of Policy Council shall be terminated if he/she misses three (3) consecutive meetings without and alternate present or with no valid excuse.
 - d. Notification of loss of membership will be sent by an e-mail message by the Policy Council Executive Committee.
4. Resignation:
 - a. Any member of the Policy Council who wishes to resign may do so in writing, by appearing before the Policy Council, or notifying their Family Service Worker,
 - (1) The Family Service Worker will assist the Parent Committee in electing a new

- Class Chairman/Policy Council Representative.
- (2) The Family Service Worker will notify the Fatherhood/Volunteer Specialist who will then notify the Policy Council Executive Committee of any resignations and replacements.
- (3) The new parent representative will be seated at the next regularly scheduled meeting.
- b. Any member of the Executive Committee who wishes to resign may do so in writing or by appearing before the Policy Council.
 - (1) Executive Committee vacancies will be filled at the next regularly scheduled Policy Council meeting.
 - (2) Elections will be by secret ballot.

ARTICLE V OFFICERS AND OTHER ELECTED REPRESENTATIVES

- A. Policy Council Executive Officers:
 - 1. Chair: Must be a member parent of a presently or previously enrolled Head Start/Early Head Start child and may be a Community Representative.
 - 2. Vice Chair: Any voting member of Policy Council.
 - 3. Secretary: Any voting member of Policy Council.
 - 4. At no time shall more than one Policy Council Office be held by a Community Representative.

- B. Other elected Policy Council Representative:
 - 1. Historian: Any voting member of Policy Council
 - 2. Assistant Historian: Any voting member of Policy Council
 - 3. Utah Head Start/Early Head Start Association (UHSA) Parent Representative: Must be a parent of a presently or previously enrolled Head Start/Early Head Start child.
 - 4. Child Development and Health Service Area Committee Chair: Any voting member of Policy Council.
 - 5. Family and Community Partnerships Service Area Committee Chair: Any voting member of Policy Council.
 - 6. Program Design and Management/Disabilities Service Area Committee Chair: Any voting member of Policy Council.
 - 7. UHSA Friends Representative: Must be a present Community Representative.
 - 8. Health Advisory Committee parent member(s): Any voting parent member of Policy Council.

- C. Selection of Policy Council Officers:
 - 1. Policy Council Chair Elect:
 - a. Selection of the Policy Council Chair Elect will be conducted in April of each year.
 - (1) The Nominating Committee will meet and consider the recommendations of all parent representatives for Policy Council Chair who have served less than five (5) years.
 - (2) Recommendations to the Nominating Committee may be made by any Policy Council member but must be in writing (e-mail is acceptable) and made prior to the committee's first meeting.
 - (3) The Nominating Committee will select three (3) or more candidates, obtain consent of selected nominees, and request/prepare bio's of comparable

- content.
- (4) Nominations and bio's will be disseminated to Policy Council members with the agenda and minutes prior to the elections in the April Policy Council Meeting.
 - (5) At the time of elections, the Policy Council Chair will ask each nominee to stand while their bio is read.
 - (6) Election will be by secret ballot and results will be announced before meeting is adjourned.
 - (a) Ballots will be counted by two (2) non-candidate Policy Council members and one (1) staff member.
 - (b) After counting, ballots will be placed in an envelope and sealed, initialed by counters, and kept for a period of one (1) month.
 - (7) If a Policy Council Member is unable to attend the election for Policy Council Chair Elect, their vote may be submitted in writing (e-mail is acceptable), in a sealed envelope, and received by the Policy Council Chair at least three (3) days prior to the election meeting in April.
 - (8) In the event that the election cannot be held at the April meeting, it will be held at the next regularly scheduled meeting.
- b. The time from election to assuming of duties will be spent as a training period for the Chair Elect, including attending CIP in June.
 - c. The newly elected Chair Elect will take office in September.
 - (1) If the incumbent Policy Council Chair steps down at any time after the elections but prior to the end of his/her term, the Policy Council Chair Elect will immediately assume the duties of the Chair.
 - (2) If the Policy Council Chair Elect resigns at any time between election and September, the Current Policy Council Chair will conduct a new election at Policy Council meeting in September.
 - (3) If the Chair resigns after assuming responsibility in September and prior to elections in April, the Vice-Chair will complete the term and elections will be held for a new Vice-Chair at the next scheduled meeting.
2. Policy Council Vice Chair, Secretary, Service Area Committee Chairs, Historian, Assistant Historian, UHSA Parent Representative, Health Advisory Committee, and UHSA Friend Representative.
 - a. Election of these representatives will be held in the fall of each year during Policy Council training.
 - b. Balloting
 - (1) Election will be by secret ballot by those present and eligible to vote.
 - (2) Ballots will be counted by two (2) non-candidate Policy Council members and (1) Head Start/Early Head Start staff member.
 - (3) After counting, ballots will be placed in an envelope and sealed, initialed by counters, and kept for a period of one (1) month.
 - c. The election of Policy Council Vice-Chair shall be held, counted and announced prior to the election of the Secretary.
 - d. The election of Policy Council Secretary shall be held, counted and announced prior to the election of the Historian.
 - e. The election of the Policy Council Historian shall be held, counted, and

- announced prior to the election of Assistant Historian.
- f. The election of Policy Council Assistant Historian shall be held, counted, and announced, prior to the election of UHSA Parent Representative and UHSA Friend Representative.
 - g. The election of the Health Advisory Committee – parent representatives shall be held, counted, and announced prior to election of the Service Area Committee Chairs.
 - h. Service Area Committee Chairs will be elected in Committee Meetings in the October meeting of each year following Policy Council training.
3. Those elected shall immediately assume the duties of office for one (1) year with the exception of UHSA Parent Representative and UHSA Friend Representative.
- a. UHSA Representatives will serve for two consecutive years.
 - b. Representatives shall be elected by a majority of those present and eligible to vote.
 - c. Other representatives may be designated by action of the Policy Council.
 - d. Officers shall serve for not less than one (1) term and not more than two (2) consecutive terms in that office.

D. Removal of Policy Council Officers and Representatives from office:

1. Officers and Representatives may be removed from office by a two-thirds (2/3) majority vote of Policy Council members present and eligible to vote, for the following reasons:
 - a. Repeated absences (Three [3] consecutive meetings.)
 - b. Neglect of duties (One [1] verbal and one [1] written notification will be given by the Executive Committee.)

E. Duties:

1. Policy Council Chair:

- a. Conduct Monthly Policy Council Meetings.
- b. Supervise the activities of the Policy Council and its members.
- c. Conduct Executive meetings to prepare Policy Council agenda and oversee Policy Council activities and attendance.
- d. Oversee arrangements for location, time, child care and refreshments for each meeting.
- e. Sign grant applications.
- f. Assure that Policy Council members are notified of all meetings by mail or electronic communication at least one (1) week prior to the meeting.
- g. Serve as consultant and/or arbitrator for class committees, when needed.
- h. Attend Parent Meetings when invited by the Parent Committee Officers.
- i. Volunteer in Head Start/Early Head Start.
- j. Support Head Start/Early Head Start activities such as workshops, fund raisers, adult activities, etc.
- k. Serves as PTA President for Head Start/Early Head Start.

2. Policy Council Vice Chair:

- a. Act in the absence of Policy Council Chair
- b. Oversee the budget for Parent Activity Funds and present a financial report at Policy Council meeting each month.
- c. Attend Policy Council meetings and Policy Council Executive Committee Meetings.
- d. Perform other duties as prescribed by Policy Council.
- e. Attend Parent Meetings when invited by the Parent Committee Officers.

- f. Volunteer in Head Start/Early Head Start
 - g. Support all Head Start/Early Head Start activities such as workshops, fund raisers, adult activities, etc.
 - h. Serves as PTA Vice President, Treasurer, Membership Commissioner, and Awards Commissioner.
3. Policy Council Secretary:
- a. Attends Policy Council and Policy Council Executive Committee Meetings.
 - b. Keep all minutes and decisions of the Policy Council in type-written form and make them available to all members no later than one (1) week prior to the next meeting.
 - c. Have minutes approved by Policy Council and signed by Policy Council Chair and/or Secretary.
 - d. Maintain a file of all minutes of past meetings, including attendance.
 - e. Perform other duties as prescribed by Policy Council.
 - f. Attend Parent Meetings when invited by the Parent Committee Officers.
 - g. Volunteer in Head Start/Early Head Start.
 - h. Support all Head Start/Early Head Start activities such as workshops, fund raisers, adult activities, etc.
 - i. Serves as PTA Secretary for Head Start/Early Head Start.
4. Service Area Committee Chairs:
- a. Attend Policy Council Meetings and Policy Council Executive Committee Meetings.
 - b. Conduct all regular and specially called meetings of the Service Area Committee.
 - c. Assure that all minutes and decisions of the Service Area Committee are kept by an elected secretary of the Committee.
 - d. Follow-up with committee members to see that their assignments have been completed.
 - e. Represent Head Start on the corresponding PTA Commission at the local level and at the Davis Council level.

ARTICLE VI CLASS COMMITTEE

A. Responsibilities:

- 1. To assist the staff at “Be There” activities in teaching parent skills, including learning about the intellectual, physical, mental health, and nutritional needs of children.
- 2. To help carry out daily activities and recruit classroom volunteers.
- 3. Plan and participate in formal and informal programs and activities for parents and children.
- 4. Meet Monthly.
- 5. In the event of 3 unexcused absences the Class Committee may elect a new committee member.

B. Elections of Class Officers:

- 1. Class officers shall be elected in a democratic fashion which ensures the fullest participation of parents in the program.
- 2. Any resignation or termination of membership of the Parent Committee Chair will necessitate the replacement of that Chair at the next scheduled Parent Meeting to assure that the class is represented at Policy Council.
- 3. Any termination of membership on Policy Council will necessitate the replacement of that officer by the Parent Committee they represent.

C. Duties of Class Officers:

1. Class Chair:

- a. To work with the Head Start/Early Head Start staff and class Executive Officers to plan monthly parent meetings and agendas.
- b. Conduct monthly parent meetings.
- c. Make arrangements for a place and time for each meeting and clear it with the person in charge of the building.
- d. Assure that all needs for the meeting are met (i.e., chairs, speakers, etc).
- e. Attend Policy Council meetings
- f. Take report of Policy Council activities back to the parents they represent, seek their input on issues and needed actions.
- g. Volunteer in the classroom.

2. Class Vice Chair:

- a. Perform all normal duties of Parent Committee Chair in the event of his or her absence.
- b. Attend monthly Parent Meetings and Class Executive Meetings.
- c. Oversee funds for the class and give a detailed financial report at monthly Parent Meetings.
- d. Volunteer in the classroom.

3. Class Secretary:

- a. Record minutes of each Parent Meeting and Class Executive Meetings.
- b. Distribute minutes to parents and have them approved at the next Parent Meeting.
- c. Assure that parents are informed of all meetings and special events.
- d. Volunteer in the classroom.

ARTICLE VII PARENT ACTIVITY FUNDS

A. Source:

1. Parent Activity Funds are allocated out of the main budget for use specifically by the Policy Council.
2. Class funds may be donated to the Policy Council fund.
3. Policy Council funds may be donated to class funds.

B. Distribution:

1. Policy Council Officers shall submit a budget for the use of Parent Activity Funds at the October Policy Council meeting for the current school year.
2. Emergency use of Parent Activity Funds not previously approved in the budget, may be approved by a majority vote of Policy Council members by telephone.
3. An amount of less than fifty dollars (\$50.00) may be used by Policy Council Executive Officers without preauthorization.
 - a. The expenditure must be approved at the next regularly scheduled Policy Council Meeting.
 - b. Two Executive Officers must be consulted and approve.
4. Policy Council Vice-Chair will oversee the financial report for the Parent Activity Fund and present a report at each Policy Council Meeting.

ARTICLE VIII COMMITTEES

- A. The Policy Council shall set up Committees to work on any special or ongoing problems or projects.
1. Service Area Committees:
 - a. The Service Area Committees will be established by the Service Areas outlined in the 1997 Performance Standards including: (1) Early Childhood Development and Health, (2) Family and Community Partnerships, and (3) Program Design and Management (Including Disabilities).
 - b. The Policy Council Chair and the Davis School Board Representative will serve on the Program Design and Management Committee.
 - c. Each Committee will have a committee chair and secretary.
 - d. The committee chair shall conduct the meetings and have an agenda prepared.
 - e. The committee secretary will keep minutes for each meeting.
 - f. Service Area Committees will meet and report at each Policy Council meeting.
 - g. Each committee will conduct a self-assessment in their service area annually in February/March and report results at Policy Council
 2. Hiring Committee
 - a. The Hiring Committee will include a parent representative from the Policy Council.
 - b. All new hires will be presented to the Policy Council for their approval or disapproval, and submitted to the Board.
 - c. Any Policy Council member who has been selected for a paid position shall be requested to leave the meeting during the time his or her approval comes under discussion.
 - d. Any Policy Council member approved for hire must resign from the Policy Council by the next meeting.
 3. Nominating Committee
 - a. A Nominating Committee for the selection of candidates for Policy Council Chair Elect, will be elected in October or prior to December 31st.
 - b. The Nominating Committee will consist of at least three (3) Policy Council members, one of whom shall be elected by the Executive Committee from its body. A staff representative will be chosen by the committee to assist in information gathering.
 - c. The Nominating Committee will elect a chair who will call and conduct the meetings and assure a fair process is followed as outlined in these by-laws.
 4. FISH Advisory Committee (Fathers Involved in Shaping Head Start Children)
 - a. The FISH Advisory Committee will be responsible for coordinating and facilitating the male involvement activities for Head Start/Early Head Start.
 - b. The committee will be made up of fathers and father figures from both the Head Start and Early Head Start Programs, Fatherhood Specialist, male staff members, male representatives from the community, teacher and Family Service Worker representatives.
 - c. The Fatherhood Specialist will report on FISH activities and classes quarterly at each Policy Council Meeting.
 - d. Monthly activities sponsored by FISH will be presented to the Policy Council through the Family and Community Partnerships Service Area Committee.
 - e. Policy Council term limits will apply to the FISH Advisory Committee. (See Article IV D 1a.)

5. Budget Committee
 - a. The Budget Committee is comprised of the Program Design and Management Service Area Committee and members from Policy Council at large.
 - b. The Budget Committee will meet as needed.
6. Awards Committee
 - a. The Awards Committee is headed by the Policy Council Vice Chair and is comprised of at least three (3) other members from Policy Council at large and a staff representative.
 - b. The committee will establish procedures and time-lines for nomination and selection of candidates for awards.
 - c. The Awards Committee shall submit their plan for awards to the Policy Council for approval.

ARTICLE IX MEETINGS

- A. The regular business meetings of the Policy Council shall be held monthly during the regular Head Start/Early Head Start school year at a time and place determined by Policy Council members.
 1. Any member wishing to submit an item for the Policy Council Agenda must do so in writing (e-mail is acceptable) 2 weeks prior to Policy Council meeting.
- B. All Policy Council members shall be notified in writing or electronically of all regular and special meetings of the Policy Council.
- C. Parent Meetings will be held monthly during the regular Head Start/Early Head Start school year at a time and place determined by the Parent Committee.

ARTICLE X INTERNAL DISPUTE RESOLUTIONS

- A. The procedure for resolving internal disputes between the Policy Council and the School Board are as follows:
 1. When a dispute arises, the President of the School Board is invited to attend a Policy Council Meeting where the issues are discussed and a resolution is attempted.
 2. If resolution is not reached, the dispute is presented by either party to either party in writing.
 3. The Policy Council Executive Committee will then meet with the School Board President, School Board Policy Council Representative, Superintendent's Office Representative and Head Start/Early Head Start Director to negotiate a resolution.
 4. If a resolution is still not reached, a meeting is convened with the full School Board and full Policy Council. All interested parties have an opportunity to be heard and resolution is attempted.
 5. If after this meeting resolution is still not reached, the parties named in paragraph 4 above shall in good faith attempt to settle such a dispute by mediation. This mediation will be conducted by a qualified and impartial mediator who is trained in effective mediation techniques.
 6. If such mediation is not successful in resolving the dispute, the resolution shall be decided by neutral binding arbitration before a single arbitrator in accordance with the rules of the American Arbitration Association.

ARTICLE XI CONFLICT OF INTEREST

- A. To prohibit a conflict of interest with the Head Start/Early Head Start agency, Policy Council members are not allowed to receive compensation for serving on the Policy Council or from providing services to the Head Start/Early Head Start agency.
- B. As per the Head Start Act of 2007, Policy Council members are no longer permitted to act as paid substitutes for regular Head Start/Early Head Start staff.

ARTICLE XII CONFIDENTIALITY

- A. Many of the issues discussed in Policy Council are of a sensitive nature. Policy Council members will keep confidential any specific, identifying information that could cause potential harm to the Head Start/Early Head Start Program and/or its employees or Policy Council Members. Policy Council members are required to sign a Confidentiality statement.
- B. Policy Council members who share information inappropriately may be asked to resign from Policy Council and their replacement will be elected from the Parent Committee they represent.

ARTICLE XIII AMENDMENTS

- A. These by-laws will be approved at the fall Policy Council Meeting following Policy Council Training each year.
- B. These by-laws will be revised or amended as necessary.
- C. All amendments will be cleared through the Program Design and Management Committee prior to submission to Policy Council for approval or disapproval.
- D. Voting on all amendments or revisions must take place in a regularly scheduled meeting or specially called meeting of the Policy Council. Passage must be by a majority of all members who are present and eligible to vote.
- E. These by-laws supersede any and all previous by-laws.

Revised October 2015