

Section 4 To do any and all other things necessary or proper to the achievement of any or all of the above purposes and to do any and all things permitted by non-profit organizations under and by virtue of the laws of the State of Florida.

Section 5 The foregoing provisos of this Article are to be construed as both objects and powers, and it is expressly provided that said objects and powers shall in no sense be limited by any other proviso of these Amended Articles of Incorporation, but shall be regarded as independent objects and powers, provided, however, that nothing herein contained shall be construed as authority to carry on business or exercise any power or undertake any act which may be inconsistent with Chapter 617 of the Florida Statutes, the CSBG ACT or in any way inconsistent with Section 501(c)(3) of the Internal Revenue Code of 1954.

ARTICLE III - DUTIES OF THE BOARD

Section 1 The affairs of the Corporation shall be administered by a Board of Directors elected by the Corporation as outlined in these Bylaws. The Board shall have the responsibility of seeing that the purposes outlined in these Bylaws are achieved.

The Board is authorized and empowered to delegate and assign the task of administering and implementing its duties to an Executive Committee, whose actions and activities shall be at all times subject to limitation and direction by the Board of Directors.

Section 2 The Board shall be responsible for employing a Chief Executive Officer who shall lead the agency and its staff in pursuit of the objectives established by the Board in the agency's strategic plan and annual operating plan and shall be responsible for the supervision of all agents and employees of the Corporation. Additionally, the Chief Executive Officer shall be responsible for the day to day operation and administration of the Corporation subject to limitations and restrictions imposed by the Board of Directors.

Section 3 The Board shall have fiduciary responsibility for all assets of the Corporation. Expenditures and disbursements of corporate funds may be made upon such terms as established by the Board.

Section 4 The Corporation shall indemnify the members of the Board for all acts taken in good faith, within the scope of the Board's responsibility, and on behalf of the Corporation.

Section 5 The Board shall be responsible for ensuring that the activities carried out under its direction are in conformity with its Bylaws and Articles of Incorporation and that its tax exempt, non-profit status is maintained.

ARTICLE IV - COMPOSITION OF THE BOARD

Section 1 The Board shall consist of not less than nine (9) nor more than twenty-four (24) voting members. Total Board membership, in accordance with the CSBG Tripartite Requirement, shall be equally divisible by three (3) at all times. All Board members eligible to vote shall be identified by one of three designations. These are: (1.) Elected public officials; (2.) Low-income community representatives; and, (3.) Local business/other representatives.

a. Tripartite Requirements:

- (1) Elected Public Officials** – One third (1/3) of all voting members shall be comprised of elected public officials selected by the ALPI Board of Directors. Of these members, at least one (1) each shall be from Polk, Highlands, Hendry, and Glades Counties. The remaining elected public officials shall be selected by the ALPI Board of Directors from counties wherein ALPI provides services and may include, but is not limited to, Polk, Highlands, Hendry, and Glades Counties. Upon a finding, as documented and recorded in the ALPI Board minutes, that no elected public official is willing to serve, the ALPI Board of Directors shall select an appointed public official for membership. The term of membership of any elected and/or appointed public official on the ALPI Board of Directors shall be two (2) years and may, at the sole option of the Board of Directors, be renewed in two (2) year terms thereafter. Said membership may be terminated in accordance with these Bylaws and the Articles of Incorporation of ALPI. All public officials may appoint a representative to serve in their place by providing a letter of such appointment to the ALPI Board of Directors and, annually thereafter, providing a letter reaffirming said appointment. If the appointed representative terminates from the Board for any reason, the public official shall resume her/his membership on the Board or may appoint a new representative for the balance of the term. In any case, an appointed representative may not serve on the Board for any time beyond the public official's membership. Regardless of the term of membership, any public official's membership (elected or appointed) on the Board of Directors shall end upon termination of their public position.
- (2) Low-income Community Representatives** - No fewer than one-third (1/3) of all voting members shall be comprised of individuals representing the low-income communities wherein ALPI provides services. These individuals shall be elected through the Regional Advisory Council election process as outlined in these Bylaws. A minimum of one (1) member shall be elected from Polk, Highlands, Hendry, and Glades Counties by the appropriate Regional Advisory Council. If no members are elected, an identified County, the Board of Directors will appoint a member from each County based on the recommendations of local community leaders and organizations.
- (3) Local Business/Other Representatives** - The remainder of the members of the Board of Directors shall be officials or members of business, industry, labor, religious, welfare, education, or other major groups and interests in the community. These members will be appointed by the Board of Directors in accordance with the ALPI Bylaws and Articles of Incorporation. A minimum of one (1) member each shall be from Polk, Highlands, Hendry, and Glades Counties.

b. Petitioning Procedures:

- (1)** Any community organization, religious organization or representative group of the low-income community of Polk or Highlands Counties that believes its members to be inadequately represented on the Board may petition for adequate representation, as follows:
- (2)** The petition must be signed by fifty (50) members of the petitioning group or fifty percent (50%) of the bona fide members of that group or organization. These names shall be residents of the area, at least eighteen (18) years of age, and each person's residential address must be listed adjacent to his/her name.
- (3)** Upon receipt of an acceptable petition, the organization or group shall be afforded

a timely, informal and open hearing before the Board of Directors in order to have a full and fair opportunity to present their request for action to the Board.

(4) If a petitioning group is granted a seat on the Board pursuant to such a hearing, that representative shall be properly seated at the next regularly scheduled Board meeting and afforded all rights and privileges of any other voting member of the Board. The membership of the Board will be adjusted and realigned, as necessary, to accommodate the increased membership and to maintain the proper ratio among elected officials; low- income community representatives; and, local business/other representatives.

(5) A written statement of the Board's action on all petitions shall be submitted to the petitioning group and a copy of that statement shall be sent to the State of Florida, Department of Community Affairs or its duly authorized successor.

Section 2

All Board members will be those persons who subscribed to the purposes of this Corporation and who shall have been elected or appointed to membership in accordance with these Bylaws. The membership of this Corporation shall include representatives of all groups as required by any guidelines or regulations of the federal, state, or local governments or by organizations from the private sector.

Section 3

No member of a Board Member's immediate family shall serve as a Board Member during the same time as that Board Member. Immediate family is defined as follows: Husband, Wife, Mother, Daughter, Son, Father, Father-in-Law, Mother-in Law, Sister, Sister-in-Law, Brother, Brother-in-Law, Grandmother, Grandfather, Aunt, Uncle, Niece, and Nephew.

Section 4

No employee of the agency may serve on the Board of Directors. Former employees must be out of service for at least three (3) years before becoming eligible to serve on the Board of Directors.

Section 5

At the Annual Meeting of the Regional Advisory Councils, those in attendance who have been validated to vote, shall elect a minimum of one low-income represent to serve on the Board of the Directors of the Corporation. Additionally, a minimum of one (1) representative shall be elected by the appropriated regional advisory council to represent the CSBG targeted communities including but not limited to Polk, Highlands, Glades and Hendry Counties. Each elected representative must have been an active member of the Regional Advisory Councils for at least two (2) years preceding her/his terms of office.

Each Board member, elected or appointed, shall serve a two year term on the Corporation's Board of Directors. Elections and appointments shall be made to allow for staggered two-year terms.

Section 6

The Board of Directors shall have the authority to appoint all members, except for the low-income community representatives who shall be elected by the Regional Advisory Council(s) provided, however, one member will be a representative of the Head Start Policy Council and one (1) member will be a representative of ATEC. The Head Start Policy Council member shall be designated as a low-income community representative and the ATEC Representative shall be designated as a local business/other representative

The Board of Directors may fill appointed member vacancies at any time; however, in order to fully comply with CSBG requirements, the Board may appoint all necessary members prior to October 1, 2007. Said appointments will include a designation as to the initial length of office for each appointment and identification of each member's representative group.

- Section 7** Members of the Board of Directors may succeed themselves.
- Section 8** The Board may, at its discretion, declare the office of a member of the Board vacant in the event such member shall be absent from three (3) regular Board Meetings unless such Board Member provides written notification to the Secretary of the Board after the second absence and said absence(s) are excused by the Board. Said notification must be submitted no later than seventy-two (72) hours prior to the scheduled Board meeting. If the member is unable to provide the requisite notice, the Chairman of the Board will have the authority to make the determination as to whether the absence is excused. Staff will notify the Board Member by letter of this impending action after the second absence.
- Section 9** Any Board Member may be removed by a two-thirds vote of the Board, for cause, at any regular meeting thereof, provided the Board member is informed of the basis of the complaint against her/him in writing, at least seven days prior to the meeting and is given an opportunity at the meeting to respond to the allegations, prior to the Board's vote. Once removed, a member cannot be appointed or elected to the Board for a period of three (3) years from the date of removal.
- Section 10** In the event of death, resignation or removal of any Board, her/his successor shall be replaced in accordance with these Bylaws and said new member shall then serve for the unexpired term of her/his predecessor.
- Section 11** Committee Chairpersons shall be a Board Member and shall be selected by the Chairperson of the Board. Each committee shall have no less than three (3) members including its Chairperson.
- Section 12** Grace Miller; Lester Roberts; and Marva Hawkins are hereby designated as Board Members Emeritus and shall serve as a non-voting member of the Board of Directors.
- Section 13** Allowances and Reimbursements: No Board Member shall receive any compensation for any service that she/he may render as a Board Member. Members may be reimbursed for her/his actual expenses, including babysitting, travel, etc., incurred in the performance of her/his duties at the option of the Board.

ARTICLE V - MEETING OF THE BOARD

- Section 1** Regular meetings of the Board shall be held not less than four (4) times annually, inclusive of the annual meeting, at such place, date and hours as may be fixed by the Board. Notice of all meetings including committee meetings shall be provided to the public, not less than fifteen (15) days prior to such meeting, through press releases and/or phone calls to the wire services and other media, including local or regional newspapers. Any such notice will contain the time and place of the meeting and, if available, an agenda. If no agenda is available, the notice will include a summation of the subject matter of the meeting. Additionally, the notice will be prominently displayed in the area of the agency's offices set aside for that purpose.
- Section 2** All Board Meetings shall be open to the public unless exempt from Section 286.011, Fla. Stat.
- Section 3** Special or emergency meetings of the Board shall be held when called by the Chairperson of the Board, or by any three (3) Board Members. Notice of all such meetings shall be provided in

BOARD OF DIRECTORS
2020 TASKS AND TIMELINES

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
AUGUST				
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
SEPTEMBER				
Board Meeting	X			CEO, Bd Chair
Review Strategic Plan Status	X			CEO, Bd Chair, PP
Review Risk Management Assessment Checklist	X			CEO, PP
Identify Board Nominees for 2020 Recognition/Appreciation Awards	X			CEO, Bd Chair, SE
Annual Meeting Notices <ul style="list-style-type: none"> • Corporate Sponsorship Solicitation • Greetings and Proclamation Solicitation • Finalize Contract Negotiations (Speakers, Venue) 	X		X	CEO, Bd Chair, SE
Review Board Membership Recruitment Plan	X			CEO, Bd Chair, BL
Review programs' quarterly monitoring reports	X			CEO, PP
Review Head Start/EHS Policy Council Election procedures/results	X			CEO, BL
Elect Board Member to serve on the 2019-2020 Policy Council (identify future members)	X			CEO, EC
Approve Head Start/EHS Policy Council 2019-2020 Community Representatives	X			CEO, EC
Certify Corporate Membership Roster for Advisory Council Annual Election	X			CEO, MS
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • Inkind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
OCTOBER				
Review Community Assessment Report	X			CEO, Bd Chair, PP
2021 Annual Business Meeting and Corporate Luncheon <ul style="list-style-type: none"> • Go Live Website • E-mail Event Invitations 	X		X	CEO, Board Chair, SE
Review Financial Reports	X			CEO, Bd Chair, B/F

2020

Board Standing Committees

By-Laws	Budget and Finance
Kim Johnson, Chair	Patricia Gamble, Chair
Tonmiel Rodriguez, Vice Chair	Marjorie Gaskin, Vice Chair
Yolanda Robinson	Josephine Howard
Katie Clarke	Vernon McQueen
Terry Wellington	Annette Jones
	Stacy Campbell-Domineck
PaHoua Lee-Yang, Staff Liaison	Dennis Gniewek, Staff Liaison
Standard Meeting Day & Time: Friday at 7:00 P.M.	Standard Meeting Day & Time: Saturday at 9:00 A.M.
Program Planning	Membership
Vernon McQueen, Chair	Kimberly Ross, Chair
Brenda Gray, Vice Chair	Ruby Willix, Vice Chair
Chester McNorton	Shelia Dixon
Gena Spivey	
Al Miller, Staff Liaison	
Myrna Rodriguez, Staff Liaison	Caroline Looney, Staff Liaison
Standard Meeting Day & Time: Friday at 7:00 P.M.	Standard Meeting Day & Time: As Needed
Special Events	Government Affairs
Glenda Jones, Chair	Josephine Howard, Chair
N’Kosi Jones	Timothy Stanley, Vice Chair
Constance Griffin	Kim Johnson
Add members, needed for annual meeting (Board Chair)	David Rucker
Alisa Thornton, Staff Liaison	Cheryl Burnham, Staff Liaison
Standard Meeting Day & Time: Friday at 7:00 P.M.	Standard Meeting Day & Time: As Needed

Proposed Board Standing Committees

Executive Committee
William Holt, Chairperson
Stacy Campbell-Domineck, Vice Chairperson
Shelia Dixon, Secretary
Patricia Gamble, Treasurer
Marjorie Gaskin
Josephine Howard
Standard Meeting Day & Time: Friday at 8:00 P.M.
Retirement Committee: Consists of the Executive Committee – Yolanda Garrett, Staff Liaison

Ad Hoc Committees

Succession Planning Committee	Fundraising/Resource Development
Josephine Howard, Chair	Patricia Gamble
Patricia Gamble	Vernon McQueen
Marjorie Gaskin	Marjorie Gaskin
Yolanda Garrett, Staff Liaison	

Note: Standing Committee Meetings will follow Board Meeting Calendar, unless otherwise noted. Ad Hoc Committees will meet as needed.

POLICY COUNCIL BYLAWS
Bylaws of
The Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council

Article I – Name

Section 1

Name:

The name of this body shall be The Agricultural and Labor Program, Inc. Head Start/Early Head Start Policy Council.

Article II - Purpose and Functions

Section I

Purpose:

The purpose shall be to implement the Head Start Program Performance Standards §1301.3 Policy Council and Policy Committee for which this Head Start/Early Head Start Policy Council is created to perform the following functions directly:

- a. Serve as a link to the Parent Committees, ALPI's Board of Director's, public and private organizations, and the communities served.
- b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their right and responsibilities and the opportunities available in Early Head Start and Head Start, and to encourage their participation in the program.
- c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff and ensure that funds set aside from program budgets are used to support parent activities.
- d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- e. Work with The ALPI's Board of Directors to establish and maintain procedures to resolve community complaints about the program.

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Section II

Functions:

The general functions of The Agricultural and Labor Program, Inc. Head Start/Early Head Start Policy Council, in accordance with §1301.3, are to work in partnership with key management staff and the ALPI Board of Directors to develop, review, and approve or disapprove the following policies and procedures.

- a. All funding applications and amendments to funding applications for Head Start/Early Head Start, including administrative services, prior to the submission of such applications to DHHS.
- b. Procedures describing how the ALPI Board of Directors and the Head Start/Early Head Start Policy Council will implement shared decision-making.
- c. Procedures for program planning.
- d. Procedures for the program's philosophy, and long-range and short-range goals and objectives of the program.
- e. The selection of delegate agencies or contracted centers and their service area (if applicable).

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- f. The composition of the Policy Council and the procedures by which members are chosen.
- g. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR §1302.14 Selection Process.
- h. The annual self-assessment of ALPI's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit findings from the federal monitoring review.
- i. Program personnel policies and subsequent changes to those policies, including standards of conduct for program staff, consultants, and volunteers.
- j. Decisions to hire or terminate the Head Start Director and any person who works primarily for Head Start Program.
- k. Decisions to hire or terminate the Early Head Start Director and any person who works primarily for Early Head Start Program.

Article III - Membership

Section I Composition

At least 51% of the membership of the ALPI Head Start/Early Head Start Policy Council shall be comprised of parents of currently enrolled children. Parents of all program options must be proportionally represented.

Section II Categories

Membership shall be comprised of two types of representatives: parents of children currently enrolled and community representatives.

- a. There shall be three (3) categories of parent representatives:
 - 1. Regular Head Start parent committees will elect one or more, (based on current approved Policy Council composition) parent members to serve on the Council, and one alternate who will act in place of the representative in his or her absence.
 - 2. Early Head Start parent committee will elect one parent member to serve on the Council, and one alternate who will act in place of the representative in his or her absence.
 - 3. Contracted center will elect one parent member to serve on the Council, and one alternate who will act in place of the representative in his or her absence.

b. Community Representatives

- 1. Community representatives will be drawn from the local community, businesses, public or private community, civic, and professional organizations, and others who are familiar with resources and services for low income children and families. Former Head Start/Early Head Start parents may also be community representatives. One ALPI Board member will serve as a voting representative on the Policy Council.
- 2. ALPI's Board of Directors approves the procedures for election of parent members and the selection of community representatives. The procedures and the representatives must be approved by Policy Council.

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Section III Term of Office

Proposed Amendment September 2020

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Policy Council members shall serve for a term of one (1) year. If a member intends to serve for another year, she/he must stand for re-election. No member shall serve on the Policy Council for more than five (5) one-year terms.

Section IV Voting Rights

a. Each member of the Policy Council shall have one vote. A record of all Policy Council members entitled to vote shall be maintained by the Policy Council Secretary and made available at any meeting upon request by any member. Centers shall submit the names of their representatives and alternates to the Policy Council prior to the October meeting. Such names must have been submitted to the Policy Council in order to allow alternates to vote during the absence of an elected representative. The names of alternates that have not been submitted (in writing) will not be permitted to vote under any conditions. An alternate is eligible to serve as a voting member in the absence of a Policy Council Member.

b. Proxy Voting: An alternate is eligible to serve as a voting member in the absence of the elected member that the alternate represents.

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Section V Termination of Membership

A member of the Policy Council can be terminated by a two-thirds vote of the Policy Council if absent from two (2) consecutive meetings without having submitted a legitimate excuse in writing to the Chairperson prior to the meeting.

Section VI Resignation

A member shall give a written statement prior to resignation from the Policy Council.

Section VII Vacancy

a. Parent Committee: All Parent Committees shall elect a new parent member of the Policy Council within 30 days whenever there is a vacancy from that center.

b. Community Representative: When a Community Representative vacancy occurs, it should be filled within 30 days.

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Section VIII Nepotism

No ALPI agency staff (or members of their immediate families) may serve on the Policy Council.

Article IV - Officers

Section I Officers

The Policy Council shall elect a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Other officers shall be elected as deemed necessary by the Council.

Section II Election and Term of Office

Each officer shall be elected by the full membership of the Policy Council once the full Council has been seated and shall serve a term of one (1) year. The Council will be seated in October of every year.

Section III Removal

Any officer or member of the Council who fails to perform the duties as outlined in the bylaws, can be removed by a two-thirds vote of the Policy Council.

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Section IV Officer Vacancy

Proposed Amendment September 2020

In the event of an officer vacancy, the Policy Council shall fill the vacancy at the next regular or special called meeting.

Section V Chairperson

The Chairperson shall preside at all meetings and maintain order. The Chairperson also serves on committees and coordinates activities as needed; acts as the official representative of the Council; is knowledgeable of Council By-Laws, Head Start policies and requirements; performs other duties as assigned.

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Section VI Vice-Chairperson

The Vice-chairperson shall preside in the absence of the chairperson or whenever the Chairperson temporarily vacates the chair. In case of resignation or death of the chairperson, the Vice-Chair shall assume the office until a permanent chair is elected.

Section VII Secretary

The Secretary shall record the minutes of every Policy Council meeting; read correspondence as needed, and maintain a file/record of minutes; assist the Chairperson in following the agenda and record, read motions as they are made, read minutes of the last meeting; work with key management staff to ensure copies of the Bylaws, standing rules, roster of members, a list of unfinished business and a copy of each agenda; minutes mailed to each member prior to the meeting; keep a file of all correspondence received; and perform other duties as assigned.

Article V - Committees

Section I Committees

The Policy Council shall appoint such committees as are necessary to the proper conduct of business, including but not limited to the following: Executive Committee, Personnel Committee, Grievance Committee and Grants/Fiscal Committee.

Deleted: Section VII Treasurer¶
The treasurer shall keep accurate records and maintain funds, if applicable; works with key management staff to ensure that all applicable Treasurer reports are prepared and provided to Council.¶

Section II Executive Committee

The Executive Committee shall be composed of the Officers of the Policy Council. The Executive Committee shall have the power to conduct business for the Policy Council between regular meetings.

Section III Personnel Committee

This committee will be invited to observe the screening, interview process of hiring, filling vacancies of staff in the Head Start/Early Head Start program, with approval at the next Policy Council Meeting, of the recommendation of hire and termination.

Section IV Grievance Committee

The committee shall hear grievances from the community, and from parents who have followed the grievance procedures established by ALPI (the governing Body) and the Policy Council. This committee may also hear grievances of Head Start/Early Head Start staff and present their findings to the Personnel Committee or ALPI (Governing Body).

Section V Grants/Fiscal Committee

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Proposed Amendment September 2020

This committee will review and assist in the preparation of the Head Start/Early Head Start grant application and any amendments to funding. They will also work with the Treasurer in monitoring the Parent Activity Fund.

Section VI Special Committees

Special committees may be appointed by the Chairperson or selected by the Council as the need arises.

Article VI - Meeting

Section I Regular Meetings

Regular meetings of the Council shall be held once a month except July, August & September. The exact meeting date and time will be determined yearly by a majority vote during the annual orientation of new members. Monthly meetings will begin in October of each year.

Elected Policy Council members and alternates shall be present during Policy Council Orientation each year.

Unless otherwise specified in the Bylaws, any or all members of the Policy Council may participate in a meeting of the Policy Council by means of conference telephone or by any other means of communication by which all persons participating in the meeting are able to hear one another. Such participation shall constitute presence in person at the meeting.

Section II Special/Call Meetings

There will be special meetings of the Council only when there is a need, and the Chairperson shall call all special meetings at least 48 hours in advance. Location to be determined.

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Section III Notice of Meetings

Written notices shall be mailed to each member at least five (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed to each member at least 48 hours prior to the date of the date of the meeting, with an explanation for the special meeting.

Section IV Quorum

A majority of 51% of the members of the Council must be present to constitute a quorum in order to transact business for regular, special or committee meetings.

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Article VII - Meeting Travel Allowances

Section I

Reimbursements: In accordance with ALPI Business Travel Expense and Reimbursement Policy and Procedure Manual, reimbursement (payment made to cover the cost of certain expenses incurred as a result of attendance at a meeting or in the performance of other office duties and responsibilities in connection with ALPI Head Start/Early Head Start Program) shall be made to Head Start/Early Head Start parents who are members of the Policy Council in the following manner:

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- a. A meeting is considered to take place (for purposes of allowances and reimbursements only) when proper notification has been made inviting the participants to attend even if no quorum is achieved.
- b. A person may be paid an allowance as long as his/her family income falls within HHS poverty guidelines and as long as he/she is not a federal employee, not an employee of ALPI or contracted centers, and not an employee of a state or local government agency.
- c. Allowances are based upon the agency's procedure for reimbursement of meetings. Such allowances are limited to two meetings per month regardless of whether the meetings are for the same or different policy-making bodies. This allowance is limited to only those members of the Policy Council (representatives and alternates) and those elected or selected Parent Committee members. Transportation could be provided for members to attend meetings.
- d. Childcare cost will be reimbursed for attendance at out-of-town meetings. Cost will be reimbursed to the traveler in an amount not to exceed the state approved rate per day. Reimbursement requests must be presented by the traveler and accompanied by a receipt.
 - 1. **Per Diem:** Per Diem may be paid to both eligible and non-eligible members of policy-making bodies when attendance at a meeting requires overnight lodging. Such payment shall be in accordance with the Federal Register as approved by the Board of Directors yearly.
 - 2. **Meals:** Reimbursements for cost of meals may be paid to the eligible member, in accordance with rates outlined in ALPI Business Travel Expense and Reimbursement Policy and Procedure Manual.
 - 3. **Other Expenses:** Calls made on a private telephone will not be allowed as reimbursable expense. The Head Start/Early Head Start Program will make available to parents who are members of the Policy Council the use of telephones in the offices of the agency.

Article VIII - Amendments

Sending a copy of the proposed amendment to each Policy Council member at least two (2) weeks before the meeting may amend these Bylaws. The Policy Council may debate an amendment before adoption. All amendments must be approved by a two-thirds vote of the Policy Council.

Chairperson of ALPI Board of Directors

Chairperson of the Policy Council

Date Amended and Adopted: _____

Proposed Amendment September 2020

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