

Head Start ~ Early Head Start

Effective Meetings



Melvin J. Gravely

Head Start	Law	Open	Board	Meetings	Minutes	Motions	Documents
Link Text	Link Text	Link Text	Link Text	Link Text	Link Text	Mock	

Agenda

- ❖ Understanding parliamentary law
- ❖ Open meeting laws
- ❖ Conducting a meeting
- ❖ Making a record of the meeting
- ❖ Motions

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Head Start

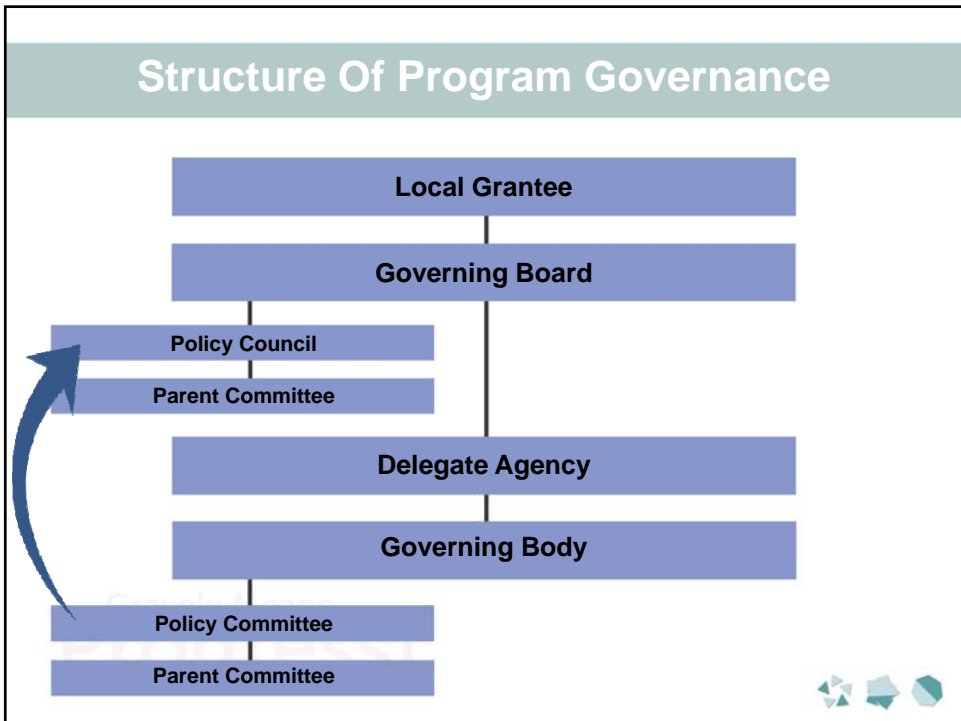
❖ Head Start (HS)

➤ is a federally-funded program that helps children up to five years old prepare for school.

❖ Early Head Start (EHS)

- provides services
- Pregnant mothers
 - infants & toddlers

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PARLIAMENTARY LAW

The Majority Rules

A Quorum must be Present
In order to make decisions

All members are equal

The Rights of the Governing body
outrank the rights of the members

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Parliamentary law

- ❖ Parliamentary law is a set of generally-accepted rules
- ❖ There are also rules written by the Governing Board that are specific to the running of a Head Start program
- ❖ These rules are called Bylaws
- ❖ Bylaws determine the rights and duties of all members of the Policy Council/Committee

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Parliamentary law

- ❖ Bylaws for Head Start should include several articles that define the different parts of a Policy Council/Committee and Parent Committee
- ❖ They provide the foundation for how each group should be run

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OPEN MEETINGS LAW

- ❖ Head Start Programs operate for public benefit with support from the general public
- ❖ They should provide the public with information about their mission, program activities, and finances
- ❖ Head Start Programs should be accessible and responsive to members of the public who express interest in the affairs of the organization

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CONDUCTING MEETINGS

- ❖ Policy Council must work together to accomplish the goals of the Head Start program
- ❖ There are three types of meetings
 - Regular Meetings
 - Special Meetings
 - Close Meetings

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Minutes

- ❖ Refresh
- ❖ Inform
- ❖ Record

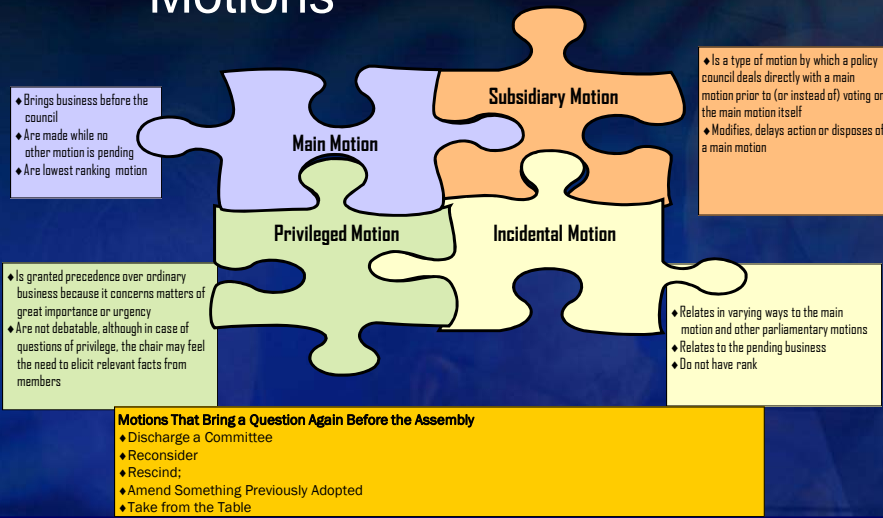
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Outline Minutes

- ❖ Paragraph One
 - Type of meeting
 - Date, time, place of meeting
 - Approval of the minutes of the last meeting
- ❖ Paragraph Two
 - Main motions
 - Primary and/or secondary motions
- ❖ Last Paragraph
 - Time the meeting was adjourned
 - Signature of the Secretary

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Motions



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Why Motions?

- ❖ Motions bring business to the meeting
- ❖ Motions provide fairness when making important decisions

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Rule

- ❖ Recognize the person who made the motion
- ❖ Make an effort to allow both sides
- ❖ No one who has had the floor previously
- ❖ Can't interrupt the speaker

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Highest Ranking	Adjourn
	Recess
	Personal Privilege
	Lay on the Table
	Previous Question
	Limit Debate
	Postpone
	Commit or Refer
	Amend
Lowest Ranking	Main Motion

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Amend

- ❖ To "add" or "insert"
- ❖ To "strike out"
- ❖ To "strike out certain words & insert others."
- ❖ To "substitute"
- ❖ To divide a motion into two or more motions

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Vote

- ❖ Roll Call
- ❖ Ballot
- ❖ Voice
- ❖ Show Hands
- ❖ Standing



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Documents

- ❖ Head Start Performance Standards
- ❖ Policy Council Bylaws
- ❖ Internal Dispute Resolution
- ❖ Confidentiality Agreement
- ❖ Code of Ethnic

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What's Next?

- ❖ Be sure to attend all Policy Council Meetings
- ❖ Sign up and participate in at least one Subcommittee
- ❖ Take all important information back to the families at you center/site
- ❖ Give a report at your parent meetings
- ❖ Stay involved

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Know Your Organization

The essence of any policy council lies in:

- ❑ what it believes in,
- ❑ what it stands for
- ❑ what it values.



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Contact Me

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