



ARKANSAS HEAD START ASSOCIATION Parent Class Procedures

The Parent Class is comprised of parents of children enrolled in Arkansas Head Start, Early Head Start, or Migrant Head Start programs in Arkansas.

PURPOSE

To bring together and unite the parent representatives of each program within the state.

To ensure parent representation from each Head Start program at the state, region, and national levels.

To provide parent training and information in all areas of concern by the parents.

MEMBERSHIP

The Parent Class is comprised of one (1) Head Start Parent Representative and one (1) Head Start Parent Alternate from each Head Start program in Arkansas, and three (3) Parent Involvement Specialists serving in an advisory capacity.

All Parent Representatives will have equal voting rights. The selected alternate from each agency may (and is encouraged to) attend all Parent Class meetings as an observer, and may vote only in the absence of the Parent Representative. In the absence of the Parent Representative and Alternate, a program will have no vote at the meeting at which a quorum is present. Parent Involvement Specialists serving on the Advisory Committee will have no voting rights.

The Parent Involvement Specialist help facilitate and provide guidance to the Parent Class.

Terms of membership are open as long as the Parent Representative or Alternate has a child/children enrolled in a Head Start program in the State of Arkansas. Parent Involvement Specialists must be current employees of a Head Start program in the State of Arkansas.

A quorum shall be fifty percent (50%) of the membership in attendance at the meeting provided that two (2) Head Start programs are represented.

All memberships are renewable annually.

MEETINGS

A minimum of four (4) meetings will be held each year with an annual meeting of the Parent Class to be held in conjunction with the Annual Training Conference. This annual meeting will be held for the election of officers for the current fiscal year and for the election of representatives to serve on the AHSA and Region VI Board of Directors.

Notification of other meetings shall be called by the Executive Committee at least ten (10) days prior to the meeting date.

STANDING RULES

The customary order of business shall be comprised of the following subdivisions:

- A. Welcome/Introductions
- B. Consideration of agenda
- C. Reading and approval of minutes
- D. Reports of Officers, Boards, and Committees
- E. Unfinished business
- F. New business
- G. Announcements/Next Meeting
- H. Summary

The Secretary's minutes shall include a statement of which officers and class members are not in good standing to missed meetings without notification.

OFFICERS

The officers of the Parent Class shall be a Chairman, Vice-Chairman, and Secretary.

The Chairman shall preside at all meetings of Parent Class. The Chairman shall appoint all committees and serve as ex-officio of all committees. The Chairman shall perform duties as assigned by the Parent Class and shall work closely with the State, Region, and National Head Start Association, and the Advisory Committee.

The Vice Chairman shall perform all duties assigned by the Chairman. The Vice Chairman shall serve on the Executive Committee and shall perform other duties as assigned or directed by the Parent Class.

The Secretary shall perform all duties assigned by the Chairman including, but not limited to, taking and reporting of minutes, roll call, and notification of the Parent Class meetings. In a rare event of absence of the Chairman and Vice-Chairman, the Secretary would assume the roll of the Chairman.

The eligibility requirements for officers is as follows:

- Must be a Parent Representative who is not employed in any way by any Head Start Program.
- Parent Representatives must approve their name being placed for nomination and have a letter of support from their agency.
- Parent Representatives are limited to only one (1) officer per agency.
- Parent Representatives must be present for election.
- Any officer missing two (2) consecutive meetings will be automatically removed from that position by the Parent Class. (Officers should notify their Parent Involvement Specialists or Chairman.)
- Nominations may be made from the floor.

Election of Officers:

- Elections will be held at the Annual Meeting in conjunction with the Annual Training Conference.
- Officers will be elected and installed at the Annual Meeting and shall immediately assume their responsibilities. All seated officers will serve from the time of election until the day in which newly elected officers for the following program year are seated.
- The officers will serve a one (1) year term with no officer serving more than two (2) consecutive terms in the same office. No member shall hold more than one (1) office at a time.

COMMITTEES

The Executive Committee will consist of the Chairman, Vice Chairman, and Secretary. The Executive Committee will meet as needed.

The Advisory Committee will consist of three (3) Parent Involvement Specialists from Head Start programs in Arkansas. Each year, one (1) current Parent Involvement Specialist will rotate off the Advisory Committee. This will allow a Parent Involvement Specialist to serve three (3) consecutive years.

The next Parent Involvement Specialist will be asked by the Advisory Committee members with the selection being taken in alphabetical order from the Head Start programs listed in the Arkansas Head Start Directory. This process will continue until a Head Start Program accepts the position. The Specialist accepting must have a letter of support from his/her Head Start program and be willing to attend all Parent Class meetings. He/She will be seated at the Annual Meeting only after a vote of approval from the Parent Class members. This rotation will be followed to ensure that there will always be two (2) existing Parent Involvement Specialists and one (1) new Specialist. This will also help maintain stability of the Parent Class.

Any Advisory Committee member missing (2) consecutive meetings will be automatically removed from the Advisory Committee and the rotation process will begin. Committee members should notify the officers of the Parent Class of their absence prior to the meeting date.

REPRESENTATION TO THE AHSA BOARD OF DIRECTORS

Six (6) representatives will be elected to serve on the AHSA Board of Directors for two-year terms. At the Annual Meeting, three (3) existing Parent Representatives on the Board will rotate off and three (3) new Parent Representatives will be elected from the Parent Class to serve on the Board. This will allow replacement for one-half of the parent representatives on the Board of Directors annually.

It is recommended only those parents who will remain current Head Start Parents for two years be elected, but in the event of a lack of nominations any current parent can be elected to the Board. Parent Representatives serving as alternates to the Board will serve a one (1) year term renewable annually.

Parent Class representatives must contact his/her elected alternate if they are not able to attend scheduled meetings.

In the event the Parent Class does not meet quorum requirements, the Board of Directors has the option to select the parent representative to serve on the Board of Directors for a term of one year.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Orders, Newly Revised shall guide the Parent Class in all cases unless otherwise directed by the AHSA Bylaws, the Parent Class procedures, or any special rules of order the Parent Class may adopt.

The AHSA Bylaws has authority of these and any procedures/amendments adopted by the Parent Class.

AMENDMENT OF CLASS PROCEDURES

These procedures may be amended at any regular meeting of the Parent Class provided that the amendment has been submitted in writing to the general body of the Parent Class at least fifteen (15) days prior to the vote.

Any sentence, paragraph, section, or article judged invalid by a court of law having jurisdiction shall not affect any other sentence, paragraph, section, or article of these procedures.

ADVISORS TO THE PARENT CLASS

The Parent Class may request the assistance of Advisors/Resource persons to the meetings as deemed necessary and approved by the members. Such Advisors shall not have voting powers.

Amended: September 18, 2014

Approved: January 15, 2015