



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

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Commissioner

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TO: Head Start/Early Head Start Executive /Program Directors
Program Governance Staff

FROM: Loukisha Smart-Pennix, Director *LP*
Department of Family & Support Services
Office of Children & Youth Services
Children Services Division – Systems Unit

DATE: February 2, 2009

SUBJECT: Guidance for the Election or Re-Election of
Policy Committee Members

Head Start Performance Standard 1304.50(b)(4) states that all parent members of Policy Councils or Policy Committees must stand for election or re-election annually; and that all community representatives also must be selected annually.

Each delegate agency must have a written system in place that describes the annual election or re-election process of parents who have children currently enrolled in the Head Start /Early Head Start program. The process must be written in the Program/Management Plans and in the Policy Committee By-Laws.

The written process should include the following elements:

1. Parent Orientation explaining the three tiers of parent involvement in the shared decision making process in Head Start/Early Head Start.
2. The process in which parent committee members are elected or re-elected to serve on the delegate agency's policy committee.
3. There should be a nomination application or written document to record parent committee member's interest in serving on the Policy Committee.
4. The respective candidates should be brought before the parent committee for election or re-election to the Policy Committee.
5. A formal election system of using ballots, voice/hand votes to record the acceptance of candidates as policy committee members.
6. The process should include election or re-election steps that will happen to elect officers of the Policy Committee which includes





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Members Cont'd*

the election or re-election of Citywide Parent Policy Council Delegate(s) and Alternate(s) for the delegate agency.

7. A formal election system of using ballots, voice/hand votes to record the acceptance of candidates as officers and Citywide Parent Policy Council parent representatives.
8. The delegate agency shall file a Letter of Certification with the Department indicating its elected parent representatives to the Citywide Parent Policy Council
9. The process for selecting community representatives.
10. The procedures for the election of parent members and the procedures for the selection of community representatives must be approved by the policy committee and the board of directors.
11. Document and file the process accordingly.

If you have any questions about this subject matter, contact Elaine Millsap-Parker at 312-743-1926 or at eparker@cityofchicago.org.

Thank you for your cooperation and support in keeping the department's Head Start/Early Head Start Program operations in compliance.

cc: CYS Central Office Files
 COPA Program Governance Policy /Procedures
 Citywide Parent Policy Council

