



Contra Costa County Employment & Human Services Department Community Services Bureau



Policy Council Executive Committee Nomination Form

Instructions: Please fill out the information below for each person you would like to nominate for a position on the Policy Council Executive Committee. You may nominate yourself or another representative. Detailed descriptions of each position are available behind this form. All nominations must be seconded during the elections meeting before the voting takes place.

Submission: Please submit your completed form to Ana Araujo at aaaraujo@ehsd.cccounty.us before the meeting begins, or you can text a photo of the completed form to (925) 864-0837. Please confirm that the image was received.

Name of Nominee:

Name of person nominating (if different from nominee):

Nominee's Information:

Click on the following that apply to you:

☐ Current PC Rep. Center's name: _____ ☐ Past Parent ☐ Community Rep

Have you ever served as a Head Start or Early Head Start Policy Council Representative?

☐ No ☐ Yes If yes, how many years?

Position you are seeking (may select one or more):

☐ Chair ☐ Vice Chair ☐ Secretary ☐ Parliamentarian

Please describe your understanding of the roles and responsibilities of this executive committee position:

Please tell us why you would like to hold this position:

Is there anything else you would like to share?



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Executive Committee Positions and Responsibilities

Executive Committee:

The committee is presided over by the Executive Officers. Nominated PC representatives are voted in annually to become Executive Committee Officers. The committee's role is to act as leadership over the whole body and to oversee the monthly Policy Council meetings. The Executive Committee meets monthly to participate in the planning of the general meetings, review the agenda, and review the meeting minutes from the previous month.

Election of Officers:

Executive Officers will be elected and seated annually at the general meeting in September. The general membership will make nominations for the officers. Current HS and EHS parent representatives and past parent representatives may be nominated as candidates. Votes are cast by roll call. No more than three past parent representatives may serve on the Executive Committee.

Attendance:

Executive Officers shall attend all Policy Council and Executive Committee meetings. Executive Officers may participate in Executive meetings by teleconference. Arriving 15 minutes or more late to an Executive Committee will be considered an unexcused absence.

Officers will be the official representatives at conferences. Alternates will be appointed as needed.

Each officer must be an active member, Chair, or Vice-Chair of at least one committee.

Officers:

Chairperson: The chair will preside at all Policy Council meetings. It has the authority to call special meetings, maintain order, and appoint a chairperson to ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members, recognize members, staff, and visitors who wish to speak, and make official written communication.

The Vice-Chairperson: Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent. The Vice Chair will be responsible for reviewing the desired outcomes during the Policy Council meetings.

Secretary: The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at Policy Council meetings. He or she shall check for any corrections or clarification on the previous month's minutes and seek approval of the minutes. The Secretary shall also assist in preparing the meeting minutes and ensure that the meeting is recorded **correctly**.

Parliamentarian: The Parliamentarian shall assist the Chairperson in maintaining order in the meetings and in ensuring that Robert's Rules of Order are followed. States and review the Ground Rules at PC meetings. He/she shall know and enforce the Brown Act and the Contra Costa County Better Governance Order. Will act as timekeeper of the agenda items and notify the Chair when time is an issue. The parliamentarian assists with obtaining the 1st and 2nd Motion Maker signatures and returns them to the Secretary. Additionally, is the Chair of the Bylaws subcommittee. Staff assistance is provided as needed.