

**THE BIG SANDY C.A.P., INC. HEAD START  
HEALTH ADVISORY COMMITTEE BYLAWS**

**Article I: Name**

The name of this organization shall be The Big Sandy C.A.P., Inc. Head Start Health and Mental Health Advisory Committee.

**Article II: Purpose**

Section 1: Purpose

The Head Start Health and Mental Health Advisory Committee is organized to provide an opportunity to share information, discuss issues and concerns, and to provide advice to the Head Start Program. This advice shall relate to planning, operation, and evaluation of health services which are provided to the Head Start children and families. These health services include: medical, dental, nutrition, and mental health.

Section 2: Goals / Objectives

1. Provide input into the planning of the health program.
2. Advise on the budget relating to the health services.
3. Assist in solutions / resolutions relating to health problems.
4. Assist in evaluating the health component.
5. Provide new ideas for services and education.
6. Facilitate the provision of health services and education.

**Article III: Membership**

Section 1: Membership

- a. The Big Sandy Area C.A.P., Inc. Head Start Health Advisory Committee shall consist of parents / guardians of currently enrolled children, repre-

sentatives from local health resources including physicians, dentists, nutritionists, psychologists, etc., grantee and delegate staff, and other interested and appropriate persons.

- b. Selection of members will be made by suggestions from staff, Policy Council, HAC members or from volunteers.
- c. Each delegate Head Start program will select two parent members and one alternate member from Policy Committee to serve as members to the Grantee HAC. Model City will select 2 parents and 1 alternate member to service on this committee.
- d. Prospective members of local health resources will be contacted in writing by the Grantee Health Services Manager, and their participation will be verified in writing and signed.
- e. Head Start representatives will include: The Grantee Health Services Manager, Grantee Nutrition Services Manager, Grantee Mental Health Services manager, Grantee Disability Services Manager, Grantee Head Start Director and one staff member from each delegate program.
- f. There will be a minimum of 19 committee members.
- g. The membership term for parents /guardians shall be one year. Professional and Community Representatives shall be ongoing.

#### **Article IV: Responsibilities of Members of HAC**

##### Section 1: Responsibilities

- a. The members shall attend meetings as scheduled by the Grantee Health Services Manager.
- b. Members shall participate in the establishment of goals and objectives for the Health and Mental Health Component.
- c. Members will have input into the development and updating of the health / safety, nutrition, mental health and disability plans, the emergency plan, and the health educational plan for staff, children and parents.
- d. Members can assist in the annual self-assessment for the program year.

- e. Members will be available to the Health Services Manager on a one to one consultation basis by telephone or in person as the need arises.
- f. Members will be advocates for the entire health/mental health program and children of the Head Start agency as well as the total Head Start effort.
- g. Members will develop and update bylaws for their committee as needed.

#### Section 2: Voting

- a. Each member of the committee will have one vote, with the exception of the Head Start staff.

\* All Staff will serve as non-voting members.

### **Article V: Officers**

#### Section 1: Officers

- a. Officers shall consist of a chairperson and a vice-chairperson.
- b. The chairperson will be the Health Services Manager. The vice-chairperson will be the Mental Health Services Manager.

#### Section 2: Responsibilities

- a. It is the responsibility of the chairperson to chair the meeting, and in his / her absence, the vice-chairperson will chair the meeting.

### **Article VI: Meeting**

#### Section 1: Frequency

- a. The Meeting will be held two times a year during the months of October/November and March/April. These shall have a time frame limit of two hours.
- b. Members will be notified 10-14 days in advance of the meeting.  
(Follow-up by telephone reminder or email)
  - \* A special meeting may be called, if deemed necessary.

c. The Health Services Manager and Mental Health Services Manager will be responsible for notifying members in writing of the scheduled meeting, with time, date, and place.

Section 2: Requirements

- a. All suggestions / recommendations presented must have a simple majority of the 5 (non-staff) members for approval and for presentation to the Policy Council for consideration.
- b. All suggestions / recommendations will be fully discussed and then presented to full committee for approval of submission to Policy Council.

Section 3: Quorum

- a. At least 5 committee members (non-staff) must be present in order to constitute a quorum.

**Article VII: Amendments**

These bylaws may be amended for change by being presented in writing and obtaining a majority of the Health Advisory Committee approval.

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Chairperson

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Date