

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Policy Council Voting

### POLICY:

Each member of the Policy Council/Policy Committee shall have one vote, with the exception of the Chairperson who shall cast the deciding vote only in the case of a tie vote of the body at large.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1301.3](#)*

### PROCEDURE:

1. Each regular representative will have a maximum of one vote.
2. During the transition period when the out-going and in-coming Policy Council members are together, both will vote on each agenda item including election of officers.
3. Parent alternates are encouraged to attend all Policy Council meetings and will vote only in the absence of the regular member.
4. Votes are taken after motions are made, seconded and discussed. The Chairperson calls for the vote asking for an indication of approval, disapproval, or abstaining from the vote. Manner of voting procedure is determined by the council (voice, show of hands or secret ballot).
5. The Policy Council Secretary tabulates the vote and the Chairperson announces whether the motion was approved or disapproved. These decisions are included in the minutes.

*Approved by the Policy Council: February 2019*