



ARKANSAS HEAD START ASSOCIATION

Directors Class Procedures

The Directors Class is comprised of Directors of Head Start, Early Head Start, and Migrant Head Start programs in Arkansas.

PURPOSE

To provide an organization through which all Head Start programs in the State of Arkansas may work together to further the goals, objectives, and philosophy of Head Start.

To bring about more effective cooperation between Head Start and other agencies involved in and having the same general objectives.

To provide an effective organ of communication on an inter-intra-agency level for the dissemination of information vital to the Head Start program.

To review and provide input to the Arkansas Head Start Association (AHSA) concerning proposed state, regional, and national policies and directives on behalf of the Directors Class.

To ensure representation to the AHSA Board of Directors. (See AHSA Bylaws, Article VI, Section 2.A.)

MEMBERSHIP

Membership in the Directors Class shall be automatically granted to Class A members of the AHSA. (See AHSA Bylaws, Article III, Section 1, Class A.)

Membership in the AHSA shall automatically be granted in the appropriate classes to those agencies which have paid their dues within sixty (60) days of receiving notice of payment due. (Membership year is September 1 through August 31.)

All members of the Directors Class shall have equal rights and privileges to all business pertaining to the Directors Class.

MEETINGS

The Directors Class will meet every other month in conjunction with the AHSA meetings unless otherwise ordered by the Directors Class, AHSA, or its Board of Directors.

The Executive Committee of the Directors Class shall meet as announced by the Chairman of the Directors Class.

There shall be a meeting for Directors Class during the Annual Training Institute.

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.

QUORUM

A quorum shall be fifty percent (50%) plus one of the membership in attendance at the meeting provided that three (3) Head Start programs are represented.

OFFICERS

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

The officers shall be charged with those duties, which usually devolve upon such officers as prescribed, where applicable, in Robert's Rule of Order, Newly Revised.

Officers will be elected and installed at the Annual Meeting and shall immediately assume their responsibilities.

All officers shall be members in good standing of the AHSA.

All officers will represent different grantees.

The officers will serve one two (2) year term with no officer serving more than two (2) consecutive terms in the same office.

No member shall hold more than one office at a time.

If an officer resigns or changes class membership during an unexpired term, the Chairman shall appoint a member to serve in that office for the remainder of the unexpired term.

In the event that the office of Chairman is vacated, the Vice Chairman will move into the Chairman's position.

Candidates for office shall be nominated by the Nominating Committee. The Committee will prepare a slate of nominees to be presented for election at the Class Meeting held during the Annual Training Institute. Additional nominations may be made from the floor.

The Chairman shall issue notices of all meetings, preside at all meetings, and will be ex-officio member of all committees.

The Vice Chairman shall preside in the absence of the Chairman and will perform all the duties of that office.

The Secretary shall keep minutes of all meetings and disperse copies of these minutes and related materials to the membership.

AFFILIATION

The Directors Class shall be a member class of the AHSA and represented on its Board.

COMMITTEES

The Executive Committee shall consist of the officers of the Directors Class.

The Nominating Committee shall prepare a slate of nominees to be presented for election at the class meeting to be held at the Annual Meeting. Additional nominations may be made from the floor.

The Procedures Committee shall ensure that the Directors Class Procedures are kept current to meet the needs of the Directors Class, AHSA, Region VI Head Start Association, and National Head Start Association, and to develop and maintain Policies and Procedures that can be used as a basis for conducting class business.

The Chairman shall appoint the chairmen of all standing or special committees. Membership in standing committees shall be representative of the membership of the Directors Class.

The Directors Class Chairman shall announce the formation of special committees (e.g., Ad Hoc, Select) and appoint chairmen of such committees. Special committees shall have tenure of the announcing and appointing Chairman.

The Directors Class Chairman may act as an ex-officio member of all committees.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Orders, Newly Revised shall guide the Directors Class in all cases unless otherwise directed by the AHSA

Bylaws, the Directors Class procedures, or any other special rules of order the Directors Class may adopt.

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

AMENDMENT OF CLASS PROCEDURES

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

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

REPRESENTATION TO THE AHSA BOARD OF DIRECTORS

Six (6) representatives will be elected to serve on the AHSA Board of Directors for a two-year term. At the Annual Meeting, three (3) members of each class will be elected for a two (2) year term. Elections will be held annually for two-year terms.

All representatives to the Board shall be members in good standing of the AHSA.

All representatives to the Board shall represent different grantees. (No grantee will have more than two officers. (See AHSA Bylaws, Article IV, Section 4 and Article VI, Section 2.)

The representatives shall be charged with acting as liaisons between the AHSA and the Directors Class.

The Board representatives will hold the position for two years and shall be eligible for reelection.

The Nominating Committee shall nominate candidates for representatives to the AHSA Board. The Committee will present a slate of nominees for election at the Class Meeting during the Annual Training Institute. Additional nominations may be made from the floor.

If an officer of the Board resigns or changes class membership during an unexpired term, the President shall appoint a member to serve in that slot for the remainder of the unexpired term in accordance with AHSA Bylaws, Article IV, Section 5.

VACANCIES

Absences, without alternate representation, from two (2) consecutive meetings will constitute the removal of that member from the Board, and the declaration of that position vacant.

Vacancies on the Board of Directors will be filled by the Directors Class. The AHSA Board will notify the Directors Class of the vacancy and they shall submit a new member to the AHSA Board.

Amended: September 18, 2014

Approved: January 15, 2015