



# ARKANSAS HEAD START ASSOCIATION

## Staff Class Procedures

The Staff Class is comprised of staff employed as Head Start, Early Head Start, and Migrant Head Start staff in Arkansas.

### **PURPOSE**

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 Staff Class.

To elevate the status, promote respect, and coordinate efforts of Head Start staff in working toward the common goal of strengthening the services set forth in the Head Start Performance Standards, Head Start Act, and other regulations.

To develop a system for communicating policies, positions, or statements that reflect a consensus of the opinions of the Staff Class.

To develop a system for communicating and sharing among staff in Arkansas for the purpose of exchanging ideas and opinions relating to state, regional, and national Head Start issues.

To mobilize the resources of Arkansas to ensure the continuation and improvements of services to Head Start children and their families.

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

To work cooperatively with the State Head Start Parents, Directors, and Friends Class in support of the AHSA goals, objectives, and initiatives.

To provide a mechanism for Arkansas Head Start staff to exchange information and support and share experiences for the purpose of achieving and maintaining excellent staff performance in Arkansas Head Start Programs.

## **MEMBERSHIP**

Membership in the Staff Class shall be automatically granted to Class B members of the AHSA (Class B members shall consist of those members of the AHSA other than Class A (directors) members that are employed in an Arkansas Head Start Program). (See AHSA Bylaws, Article III, Section 1, Class B).

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.

Each Head Start grantee shall select one staff to represent their program.

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

The membership year will be September 1 through August 31.

## **MEETINGS**

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

The Executive Committee of the Staff Class shall meet as announced by the chairman of the Staff Class.

All Staff Class members are expected to attend class meetings. Staff Class members elected to serve on the AHSA Board are expected to attend class meetings as well as AHSA meetings.

There shall be a meeting of the Staff 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%) of the membership in attendance at the meeting provided that three (3) Head Start programs are represented.

## **OFFICERS**

The officers of the Staff Class shall be a Chairman, Vice Chairman, Recording Secretary, and a Parliamentarian.

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 annually and shall immediately assume their responsibilities.

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

All officers are expected to attend meetings of the Staff Class.

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 serve as Chairman.

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.

## **AFFILIATION**

The Staff 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 Staff Class.

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

The Communication/Public Relations Committee shall promote communication to members of the Staff Class referring to the function and initiatives as they relate to the overall purpose of the Staff Class as defined in its procedures.

The Procedures Committee shall ensure that the Staff Class Procedures are kept current to meet the needs of the Staff 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 Staff Class business.

The Institute/Education/Training Committee shall coordinate any formal and informal training and networking sessions of the Staff Class. This Committee will also assist the AHSA Institute Committee in meeting the needs of the Annual Training Institute.

The Staff Class Chairman shall appoint the chairman of all standing or special committees.

Membership in standing committees shall be representative of the membership of the Staff Class.

The Staff 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 chairmen.

The Staff 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 Staff Class in all cases unless otherwise directed by the AHSA Bylaws, the Staff Class procedures, or any other special rules of order the Staff Class may adopt.

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

Each grantee shall have representation by one (1) vote from the representative or designed alternate, if the representative is not present.

## **AMENDMENT OF CLASS PROCEDURES**

These procedures may be amended at any meeting of the Staff Class provided that the amendment has been submitted in writing to the general body of the Staff 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, 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 are expected to attend all AHSA meetings in addition to Staff Class meetings.

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 Staff 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 chairman 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**

Staff Class members are expected to attend all class meetings. Those elected to serve as representatives to the AHSA Board are required to attend meetings as scheduled.

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 Staff Class. The AHSA Board will notify the Staff Class of the vacancy and they shall submit a new member to the AHSA Board.

## **DISBURSEMENT OF INFORMATION**

Directors will be asked to supply a name of a Staff representative and alternate from their agency for the purpose of establishing and maintaining a list of contacts for each grantee.

The Staff Class representative shall be responsible for sharing the information with their local staff.

Amended: September 18, 2014

Approved: January 15, 2015