



**Illinois Head Start Association
2018 Elections for the Board of Directors
Frequently Asked Questions**

1. Do I have to be present during elections? *No. The IHSA Bylaws do not specify whether a person needs to be present to run for a position on the Board of Directors. But your Agency has to be in good standing, meaning that your agency has paid their 2018 annual agency membership dues or is in the process. If you are not present at the Conference on the day of elections you need to make sure to have your nomination form to the Component President by the specified time. Please remember it's hard to run for an office when you are not present. It doesn't give those who are there a chance to meet you and potentially ask questions.*

2. What positions are open this year? *This year, 2018, we have the following positions open on the IHSA Board of Directors.*

Parent Component:

1 Region V Head Start Association Board Representative (serves on IHSA Board and the Region V Board) - 2 year term

1 At Large Member - 2 year term

1 At Large Member – 1 year term

Component Vice President – 2 year term – does not serve on the IHSA Board

Component Secretary – 2 year term – does not serve on the IHSA Board

Director Component:

1 Region V Head Start Association Board Representative (serves on IHSA Board and the Region V Board) 2 year term

1 At Large Member - 2 year term

Component Vice President – 2 year term – does not serve on the IHSA Board

Component Secretary – 2 year term – does not serve on the IHSA Board

Staff Component:

1 Region V Head Start Association Board Representative (serves on IHSA Board and the Region V Board) 2 year term

1 At Large Member - 2 year term

Component Vice President – 2 year term – does not serve on the IHSA Board

Component Secretary – 2 year term – does not serve on the IHSA Board

Friend Component:

1 Region V Head Start Association Board Representative (serves on IHSA Board and the Region V Board) 2 year term

1 At Large Member - 2 year term

Component Vice President – 2 year term – does not serve on the IHSA Board

Component Secretary – 2 year term – does not serve on the IHSA Board

3. What do I need to do to run for a position on the Board?

i. Your agency must have paid their agency membership dues, or is in the process, to be a member-in-good-standing of IHSA (agency has paid their 2018 annual agency membership dues); and,

ii. An individual must be the authorized voting delegate from the Early/Head Start agency; and, (letter of support from agency indicates that YOU are the voting member for staff and parents only)

iii. For Staff and Parents only the individual's agency letter must show support to run for the Board. Director and Friend Component do not need a letter from their agency.

4. What is a member in good standing? *A member-in-good-standing is someone whose agency has paid their 2018 annual agency membership dues. Plus,*

• Members of the Parent Component of IHSA must be parents of children currently enrolled in their local programs or past parents who are current members of the local Parent Policy Council/Committee.

• The Directors Component of IHSA shall be comprised of the Early/Head Start Director of each grantee or delegate agency. In the case where the delegate is also the grantee, only one Director shall represent the agency.

• The Friends Component of IHSA shall be comprised of any individual who would like to support the efforts of IHSA and does not fit into the other categories. Only

one Friend from each agency may represent the agency/organization as a voting delegate.

- The Staff Component of IHSA shall be comprised of any current Early/Head Start staff member, who is not a Director, Parent or Friend.*

5. Do I need a letter from my agency that says they will support me to run for the Board of Directors? *Yes, only if you are in the Staff or Parent Component (see Component Classification above). This letter needs to be on your agency letterhead and indicate that your agency supports you to run for a position on the Board. This means that they will cover your expenses to travel to and from Board Meetings and make travel arrangements for you. The Director and Friend Component's do not require a letter to run for office from their respective organization. Sample letters are provided for convenience. Staff and Parents, please have your letters completed prior to elections.*

6. I want to vote for my favorite candidate but do I need a letter from my agency to vote? *Only if you are in the Staff Component or Parent Component. If you are in one of these Components you must have a letter from your Agency indicating that you are the authorized voting delegate/person from your agency for your Component. Only one person can vote from each program in their respective Component. This is the only way to make elections fair and equitable. Sample letters are provided for convenience. Please have your letters completed prior to elections.*

7. If I am running for a position on the Board does this make me the voting delegate/person from by program? *Yes. You would have one letter (only Staff and Parent Components) indicating your program supports you to run for a position and you are also the authorized voting delegate for your agency. You must be the authorized voting delegate from your program/agency to run for office.*

8. Can a nomination for a Board Position be taken from the floor during the election process? *Yes. But the person being nominated must be from an agency in good standing (their respective agency has paid their 2018 annual agency membership dues), be the voting delegate from their agency/program and if in the Staff or Parent Component have a letter of support from their respective agency.*

9. How long are the terms? *All terms are two years. With the exception of positions that need to be filled because of resignations during the middle of a term.*

10. Will the IL Head Start Association pay for me to attend Board Meetings? *No. This is the responsibility of your agency or program. Your program must cover your expenses to attend all Board Meetings. In addition, your program makes your travel arrangements. The Association does not do this for individual Board Members to attend the IHSA Board Meetings. Although, the IHSA does provide support for individuals to attend the Region V Board of Director Meetings.*

11. How often does the Board Meet? *The IHSA Board meets every other month so approximately six times per year. There may be occasions when a special meeting is called and we often will have teleconference meetings for the Board Committee work. Serving on the Board is a big investment in time. Please be sure you have this time and energy. The Region V Head Start Association Board of Directors meet 2-3 times/year in person. There may be additional meetings by teleconference.*

12. Where are Board Meetings held? *Most of the IHSA Board of Directors Meetings are held at our offices in Springfield. We are co-located with the IL Association of Community Action Agencies. The Region V Head Start Association Board of Directors meets in Chicago.*

13. How many members are on the Board? *Twenty members serve on the IHSA Board and twenty-four members serve on the Region V Board.*

14. When are elections held this year? *Elections will be held this year on Wednesday, February 21, 2018, from 4:15 – 5:15 pm, at the IHSA Annual Conference, during Component Meetings, at the Embassy Suites in East Peoria. Please note new time for Component Meetings – 4:15 – 5; 15 pm.*