



F-2A

NYC Administration for Children's Services
 Division of Early Care and Education
 Delegate Agency Policy Committee Structure Worksheet



As per Head Start regulations, your DAPC's Bylaws **must** (1) outline the composition of your DAPC with details on how you include all of your program options and, (2) outline the procedures by which parents move up to the DAPC with details on (a) the number and (b) titles of the representatives. This questionnaire will assist you in certifying that the elections you hold are in compliance with the bylaws.

Question	Response
Has the formation process and composition of your DAPC been approved by the Governing Board?	If yes, list date of meeting
If no, list date to complete	Note date for review and approval
According to your bylaws, how many representatives should be elected from each classroom	Add number
Do all of your Classroom Parent Representatives move up to the next level?	Circle One: YES or NO
If you answered no to the previous question, according to your bylaws, which representatives from your Classroom Parent Representatives move up to the next level?	Add position names of reps that move up
Does your parent election process include the election of alternates at the classroom level?	Circle One: YES or NO
If yes , do the alternates move with their classroom reps to the next level?	Circle One: YES or NO
If no , how are alternates elected for the site and DAPC elections?	Describe how you choose alternates
Do all of the members of the delegate agency site parent committee move up to the DAPC?	Circle One: YES or NO
If no , list who from the delegate agency site parent committees moves up to the DAPC	List position names of those that move up to DAPC
What is the total number of parent representatives, without counting community representatives, or parent alumni, on your DAPC?	Add number
How many community representatives do your bylaws mandate you elect to sit on your DAPC?	Add number
What is the quorum for your DAPC that includes parent members and community reps?	Add number
How many representatives by site are on your delegate agency Site Parent Committee?	Add number. Add more as needed. Site 1 _____ Site 6 _____ Site 2 _____ Site 7 _____ Site 3 _____ Site 8 _____ Site 4 _____ Site 9 _____ Site 5 _____ Site 10 _____
Note the page number of your bylaws that describes the election of representatives	Add Page Number

Delegate Agency: _____ **Date:** _____

Parent Election Coordinator: _____ **E-Mail:** _____