



Central Florida HIV Planning Council		
Bylaws Reference: Not Applicable		
Program procedure: CFHPC-POLICY		
Title:	<u>Review of Policies and Procedure</u>	Effective: 3/30/22 Revised: N/a

Purpose:

To establish guidelines on the timeline for reviewing, updating, and approving CFHPC Policies and Procedures.

Policy:

The Planning Council shall review established CFHPC Policies and Procedures as needed or every three years from the last review period, whichever occurs first. New policies and procedures shall be reviewed and approved by the Planning Council as they are developed.

Procedures:

1. Planning Council Support shall use a tracking tool to ensure that policies and procedures are being reviewed within the appropriate timeframe by the correct committee.
 - a. Each CFHPC committee will be responsible for reviewing the following established policies and procedures:
 - i. Executive Committee- Mission, Vision, Bylaws, Grievance Procedure, CFHPC Rules of Conduct, Violation of Rules of Conduct, Meals, Transportation, Expense Reimbursement, Membership Roles and Responsibilities
 - ii. Needs Assessment and Planning Committee- Needs Assessment, Comprehensive Plan, Data Presentation, Priority Setting, Annual Resource Allocation, Ways to Best Meet Needs Rapid Reallocation, Reallocation, Carry Over Funds, PCS Budget
 - iii. Service Systems and Quality Committee- Assessment of the Administrative Mechanism



- iv. Membership Committee- Membership and Open Nominations, Associate Members, Officer Nominations, Committee Assignments, Meetings, Conflict of Interest, Meeting Etiquette, Attendance
 - v. Public Relations and Marketing Committee- Website and Social Media, Newsletter
2. New policies and procedures shall be assigned to the appropriate committee for review based on their roles and responsibilities as defined by the bylaws.
3. The review of a given policy and procedure shall be added to the appropriate committee's agenda. If the review occurs at the standing committee level, then the agenda item shall also be on the Executive and Planning Council Business meeting agendas.
4. Any changes made to a policy or procedure during the review process shall obtain final approval from the full Planning Council prior to being established.