



Central Florida HIV Planning Council	
Bylaws Reference: Not Applicable	
Program procedure: CFHPC-POLICY	
Title: <u>Letters of Support</u>	Effective: _____ Revised: N/a

Purpose:

To establish guidelines for how the Planning Council shall respond to requests for letters of support from external agencies.

Policy:

The Executive Committee shall be responsible for reviewing and approving letters of support requests. Senior and Junior Co-Chairs on behalf of the full Planning Council shall sign letters of support after receiving approval by the two-thirds majority of Executive Committee members.

The Executive Committee shall reserve the right to revise or amend any letters of support during the voting process.

Procedures:

1. Once Planning Council Support receives requests for letters of support the following steps shall be taken:
 - a. If a request's deadline is after the next scheduled Executive Committee meeting:
 - i. Planning Council Support will add the letter to the agenda, email the request to the Executive Committee, and post on the Central Florida HIV Planning Council website for review.
 - b. If a request's deadline is prior to the next scheduled Executive Committee meeting:
 - i. Planning Council Support will email the letter within 5 business days of receipt for the Executive Committee to review.



- ii. Chairs should be given at least 7 business days to review and vote by email. If Planning Council Support does not receive a response from the Chair indicating that the email has been received within 48 hours, then the letter request will be emailed to the Vice-Chair for approval or denial on the Chair's behalf.
 - iii. Votes sent via email to Planning Council Support shall only be valid if a full name, role within the Planning Council, initials, and date are included in the body of the email.
2. Approved letters of support must be signed by both the Senior and Junior Co-Chairs of the Planning Council.
3. Only letters that are relevant to the CFHPC mission, vision, and values will be considered for approval. Planning Council Support shall use their discretion to determine if a letter request falls under these guidelines.
4. Letter of Support guidelines for external parties shall be posted on the CFHPC website. Language on the website will indicate that if requests are not received within an appropriate timeframe that the Planning Council cannot guarantee that the request will be filled. An appropriate timeframe is defined as at least 30 days prior to the due date.