



Central Florida HIV Planning Council	
Bylaws Reference: Section 5.1, Committee Assignments, and Section 7.1.3, Executive Committee Responsibilities	
Program procedure: CFHPC-POLICY-	
Title: <u>Committee Assignments</u>	Effective: 02/28/2018 Revised: 12/4/2018, 1/30/2019

Purpose:

To establish guidelines for assigning members or Associate Members to committees.

Policy:

Each member shall be assigned to a committee based on the needs of the committee and the skills and abilities of the member.

Procedure:

1. Each Planning Council member shall be assigned to one standing committee.
 - a. The Membership Committee shall review the standing committee rosters to determine the membership needs of each committee.
 - i) Each committee shall have at least one PLWH assigned.
 - ii) To the extent possible, each committee shall have an equal number of assigned members.
 - b. The Membership Committee shall review the member's application summary to determine the skills and abilities of the applicant as well as the member's committee preference.
 - c. The Membership Committee shall make a recommendation to the Executive Committee on assignments.
 - d. The Executive Committee shall either:
 - i) Approve the recommendation or
 - ii) Disapprove the recommendation and make an alternative assignment.
2. Members wishing to serve on an additional committee shall make the request in writing to the Membership Committee.

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.



- a. Membership Committee shall review the request and determine if a recommendation to the Executive Committee is warranted.
 - b. The Executive Committee shall approve or disapprove the request.
3. Associate Members shall submit a completed application that specifies the specific committee to which they are applying for membership.
- a. The Membership Committee shall review the standing committee rosters to determine the membership needs of each Committee.
 - i) To the extent possible, Associate Members shall increase the number of PLWH on each committee.
 - ii) No more than 7 Associate Members shall be assigned to any single committee.
 - iii) Associate Members shall be assigned to committees in a manner that ensures that the assigned Planning Council members are in the majority.
 - b. The Membership Committee shall review the Associate Member's application summary to determine the skills and abilities of the applicant as well as the Associate Member's committee request.
 - i) If the committee roster is full, the Membership Committee shall recommend appointment to a different committee, as long as the Associate Member concurs.
 - c. The Membership Committee shall make a recommendation to the Executive Committee on assignments.
 - d. The Executive Committee shall either:
 - i) Approve the recommendation or
 - ii) Disapprove the recommendation and make an alternative assignment.
4. The Executive Committee shall assign members to ad hoc committees as needed.

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