



Central Florida HIV Planning Council	
Bylaws Reference: Article III: Section 3.7	
Program procedure: CFHPC-POLICY-	
Title:	<u>Attendance Policy</u>
	Effective: 2/28/18 Revised: 4/3/18 , 4/2/19

Purpose:

To establish guidelines for attendance at Planning Council and committee meetings for members and associate members to remain in good standing in compliance with the most recently adopted Planning Council Bylaws.

Policy:

Regular attendance at Planning Council and regular committee meetings is expected.

Definitions:

Present: Present for initial and any additional roll calls.

Procedures:

1.

All members, including associate members, shall be present physically, via teleconference or webinar for a majority of each assigned committee meetings, elected committee meetings, mandatory trainings and planning council meetings.

- a. No member shall attend more than 4 full Planning Council meetings via teleconference or webinar in any 12-month period in the Planning Council year (October-September) .
 - a) Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance.

- b. No member shall attend more than 6 committee meetings via teleconference or webinar in any 12-month period in the Planning Council year (October-September).
 - a) Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance.



2. Prior notification to the scheduled time of the meeting shall be given to Planning Council Support, if a member is unable to attend a meeting. Emergency situations will be taken under consideration by the Planning Council Support. Planning Council Support will request confirmation of attendance 24 hours before committee meetings and 48 hours before Planning Council Business meetings are scheduled to start.
 - a. Such notice shall constitute an excused absence.
 - b. A member who misses two (2) consecutive meetings without proper notification shall be contacted by Planning Council Support and be instructed to attend the next meeting or resign.
 - i) The third consecutive unexcused absence shall, at the outset of that third meeting, be considered a resignation and shall automatically recommend them to be remove the member from the Planning Council.
 - c. The Membership Committee shall report participation and attendance to the Executive Committee.
 - i) The Membership Committee shall monitor attendance at all meetings based on the Planning Council planning year (October through September).