

## Needs Assessment CFHPC Policy-04

<i>Bylaws Reference</i>	Article II, Section 2.6 & Article VII, Section 7.2.2
<i>Scope</i>	Ryan White HIV/AIDS Program Part A & Part B
<i>Effective</i>	2/28/18
<i>Revised</i>	10/31/18, 1/30/19, 5/31/23

### Purpose

1. The Planning Council must have written rules, called bylaws, which explain how the Planning Council operates. Bylaws must be clear, exact, and approved by the CEO.

### Policy

1. The Planning Council shall review the Bylaws at least every three years and revise as necessary.

### Procedure

1. The Senior Co-Chair of the Planning Council shall appoint an ad hoc committee or task the Executive Committee to review and revise the Bylaws as needed. The Senior Co-Chair shall ensure that at least one member of the committee understands Parliamentary Procedures.
2. When recommended edits are completed by an Ad Hoc Committee, the proposed draft shall be sent to the Executive Committee for review.
3. The Executive Committee shall either accept the draft and forward it to the CEO for approval or reject the draft and return it to the ad hoc committee.
4. After approval by the Executive Committee, the Bylaws shall be forwarded to the Planning Council.
5. If the proposed edit/s is/are minor, then the edit/s may be explained at the Planning Council meeting and a vote taken.
  - a. If the edits are not minor then the Planning Council shall be given 30 days to review before being asked to vote on the document.
6. The Bylaws and/or any amendments must be adopted by a two-thirds vote of the Planning Council.
7. The CEO must approve Bylaws changes.