



Central Florida HIV Planning Council (CFHPC)		
Bylaws Reference: Article 3 Section 3.2		
Program procedure: CFHPC-POLICY-17		
Title:	Associate Membership	Effective: 2/28/2018
		Revised: 10/31/18, 1/30/2019, 2/28/24

Purpose:

It is the purpose of the Planning Council to create an Associate Member category in order to provide community members an opportunity to more formally participate in the planning of prevention, care and treatment services for Persons with HIV (PWH) residing in the Orlando Service Area (OSA).

Policy:

The Planning Council defines an Associate Member as any interested community member who lives or works within the boundaries of the OSA but cannot meet the full requirements of Planning Council membership. An Associate Member shall have no vote in the meetings of the Planning Council, but shall have full rights in the following Standing Committee meetings:

- Service Systems Planning & Quality
- Membership and Engagement
- Ad Hoc or Workgroup Committees (with the exception of a Bylaws, Ethics Ad Hoc Committee, or any Member Conduct Ad Hoc Committees)

The CEO shall appoint all Associate Members.

Procedure:

1. Appointment of Associate Members to committees shall occur in a manner that ensures that a majority of total committee membership are regular Planning Council members.

2. Individuals seeking Associate Membership shall:
 - a. Complete an Associate Member Application inclusive of the Conflict of Interest and the Planning Council Information Forms.
 - b. Attend an Associate Member Orientation.
 - c. Attend two (2) out of three (3) consecutive meetings of the specific committee, as documented by the meeting sign-in sheets.



3. Associate Members shall meet the same conflict of interest, attendance, Rules of Conduct and other policies and procedures approved by the Planning Council.
4. Associate Members shall submit their completed application to PCS for membership.
5. After completion of the required meeting attendance, PCS shall provide a summary of the candidate's knowledge, skills and experience to the Executive Committee for membership determination.
6. Associate Member applications shall be forwarded to the CEO for appointment after recommendation from the Executive Committee.
7. Associate Members shall participate fully in committee activities.
8. Associate Members shall be appointed for a one (1) year term. Terms are renewable, but shall not exceed 6 consecutive years.
9. Planning Council members who have served for six (6) consecutive years are ineligible for Associate Membership until they have fulfilled the requirement of a break consisting of twelve (12) consecutive months.
10. Committees shall have no more than thirty-five (35) total members, including both Associate and Regular members. The Membership and Engagement Committee reserves the right to recommend or implement changes to the Council's Committee roster or Committee assignments as needed to ensure that membership is balanced between the Standing Committees.