



<b>Central Florida HIV Planning Council (CFHPC)</b>		
Bylaws Reference: Section 5.1, Committee Assignments, and Section 7.1.3, Executive Committee Responsibilities		
Program procedure: CFHPC-POLICY-		
Title:	<u><a href="#">Committee Assignments</a></u>	Effective: 02/28/2018 Revised: 12/4/2018, 1/30/2019, 2/28/24

**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 and Engagement Committee shall review the standing committee rosters to determine the membership needs of each committee.
    - i) Each committee shall have at least one PWH assigned.
    - ii) To the extent possible, each committee shall have an equal number of assigned members.
  - b. The Membership and Engagement 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 and Engagement 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 and Engagement Committee.
  - a. Membership and Engagement Committee shall review the request

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- 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 and Engagement Committee shall review the standing committee rosters to determine the membership needs of each Committee. 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.
    - i) To the extent possible, Associate Members shall increase the number of PWH on each committee.
    - ii) Associate Members shall be assigned to committees in a manner that ensures that the assigned Planning Council members are the plurality.
  - b. The Membership and Engagement 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 and Engagement Committee shall recommend appointment to a different committee, as long as the Associate Member concurs.
  - c. The Membership and Engagement 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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