



<b>Central Florida HIV Planning Council (CFHPC)</b>		
Bylaws Reference: Article VI and Article VII		
Program procedure: CFHPC-POLICY-		
Title:	<a href="#"><u>Meetings</u></a>	Effective: 2/28/18 Revised: 4/3/18, 4/2/19, 5/29/24

**Purpose:**  
To establish a set of guidelines that produces a cohesive meeting and effective facilitation.

**Policy:**  
All Planning Council activities shall follow established parliamentary procedures and shall be conducted in accordance with the following procedures.

- Procedure:**
1. **Frequency:** The Planning Council shall meet at least ten (10) times per year and may meet more frequently as necessary.
    - a. There shall be an annual meeting of the Planning Council in September of each year.
    - b. Officers shall be elected at the annual meeting and committee Chairs shall provide an annual report of the successes and challenges experienced by the committee during the year.
  
  2. **Convening of Meetings:** The Planning Council Senior Co-Chair shall convene each Planning Council meeting. In the absence of the Senior Co-Chair, the Junior Co-Chair shall conduct the meeting. If neither is available, the Membership Committee Chair shall call the meeting to order as the Chairperson pro tempore. If all three officers are absent, the meeting shall not be convened.

In the absence of both the Committee Chair and Vice-Chair from a regularly scheduled committee meeting, the Planning Council Senior Co-Chair or Junior Co-Chair acting as an ex-officio member may call the meeting to order; otherwise, the meeting shall not be convened. At the Executive Committee meeting, if both Co-Chairs are absent, the Membership Committee Chair shall call the meeting to order acting as Chair pro tempore.



3. **Attendance:** Planning Council members shall meet the guidelines as set forth in the Attendance Policies.  
**Open Meeting Requirements:** The following are Open Meeting Requirements in accordance with criteria established by HRSA and the Florida Sunshine Law.
  - a. The meetings of the Planning Council shall be open to the public and shall be held only after adequate notice to the public. Planning Council Support staff shall provide at least ten business days' notice of the date, time and location of Planning Council and Committee meetings. Special meetings require a notice of at least five business days. Emergency meetings require a notice of at least two business days.
  - b. The records, reports, transcripts, minutes, agenda or other documents, which were made available to, or prepared for or by the Planning Council, shall be available for public inspection and copying at the offices of Planning Council Support.
  - c. All requests for Planning Council documents shall be made through the Records Custodian at Planning Council Support.
  - d. Detailed minutes of each meeting of the Planning Council and its committees shall be kept. The accuracy of all minutes shall be certified by the Senior Co-Chair of the Planning Council or the Committee Chair within one week of approval and posted on the County Calendar.
  - e. Certified minutes shall be posted on the Orange County Calendar and Planning Council website within 10 business days of approval.
4. **Voting:** Voting privileges for Planning Council members commence after appointment by the CEO and completion of orientation. Each member eligible to vote shall have the right to do so. The Co-Chairs have the same voting rights as any other member but may choose not to disclose their vote unless to break a tie. Each Member shall vote yes or no on each issue with which s/he has no conflict of interest. Abstention from voting shall only be due to a conflict of interest. Any member with a conflict of interest on a specific issue shall abstain from voting on that issue.
5. **Quorum:** A quorum is the presence of a majority of the members at any Planning Council or Executive Committee meeting providing one consumer representative is present at the Executive Committee meeting, including Annual Data Presentation, Annual Priority Setting and Annual Resource Allocation. If a quorum is not established, the only actions that can legally be taken are to fix the time for adjournment, adjourn, recess, or take measures to obtain a quorum.

A quorum at committee meetings is the presence of three committee members,



provided that at least one PWH member or Associate member of the Planning Council is present. If a quorum is not established, the only actions that can legally be taken are to fix the time for adjournment, adjourn, recess, or take measures to obtain a quorum.

6. **Minutes:** In compliance with the Florida Sunshine Law, all meetings of the Planning Council shall be audio recorded since audio recording was instituted with the establishment of the Planning Council. Minutes shall be promptly transcribed and posted as follows:
  - a) Planning Council Support shall transcribe and submit draft minutes to the Committee Chair or Sr. Co-Chair within 5 working days of the close of the meeting.
  - b) The Chair or Sr. Co-Chair shall review and submit corrections to the draft minutes to Planning Council Support within 4 working days of receipt of the draft minutes.
  - c) Once approval or approval with corrections of the draft minutes is received, Planning Council Support shall ensure that the draft minutes are uploaded to the County Calendar within 10 working days after the meeting. The draft minutes shall be uploaded to the original meeting of record.
  - d) Once the minutes have been approved at the next scheduled meeting of the Committee or Planning Council, the Chair of record of the meeting shall sign the minutes and Planning Council Support shall upload the approved/signed minutes within 10 working days after their approval.
  - e) Once the approved minutes have been uploaded, the draft minutes shall be deleted.
  
7. **Agendas:** In accordance with Orange County policy, meeting agendas shall be uploaded to the County Calendar not less than 5 working days before the meeting.