



Attendance CFHPC Policy-27

<i>Bylaws Reference</i>	Article III, Section 3.7
<i>Scope</i>	N/a Regular and Associate CFHPC Members
<i>Effective</i>	2/28/18
<i>Revised</i>	4/3/18, 4/2/19, 2/22/23, 2/28/24

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

1. *Present*: present for initial and any additional roll calls.
 2. *Excused absence*: An absence is considered excused when a member notifies Planning Council Support (PCS) before the start of a scheduled meeting that they will be unable to attend.
 3. *Unexcused absence*: An absence is considered unexcused when a member fails to notify PCS prior to the start of a scheduled meeting that they will be unable to attend. However, if emergency circumstances prevent the member from providing advance notice, then PCS may exercise discretion to determine that the absence will be considered excused.
- ~~4. *Late arrival*: after 30 mins (needs to notify PCS)~~

Procedure

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



- i. 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).
 - i. Under special circumstance, this rule may be suspended by a two-thirds vote of members in attendance.
- c. Members may request to be exempted from Procedures 1.a and 1.b regarding the maximum number of meetings attended via teleconference or webinar under the following circumstances:
 - i. The member lives 30 miles or more from the principal's office (Heart of Florida United Way).
 - ii. The member's in-person attendance would put themselves or others at risk of adverse health conditions. Members should submit a request for exemption to PCS in writing (via email).

Requests for exemption may be approved for up to twelve weeks. Requests may be revisited by the member and Planning Council Support after that time period expires. Planning Council Support shall review the request and approve based on their discretion.

- 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.
 - ii. Members are allowed up to three consecutive excused absences. An excused absence must be requested in advance of a meeting or justified after the meeting in accordance with established protocols.

c. Members attending in-person must be present no later than 30 minutes after the call to order. Late arrivals after this point can be discussed on a case-by-case basis with PCS.

i.d. Members attending virtually must be logged into the meeting no later than 30 minutes after the call to order. Late logins after this point will result in the member being marked as absent.

c.e. The Membership and Engagement Committee shall report participation and attendance to the Executive Committee.

i. The Membership and Engagement Committee shall monitor attendance at all meetings based on the Planning Council planning year (October through September).

i.ii. Members who are out of compliance with the attendance policy, then a note shall be included in their file- notes shall be included in future candidate files/app summaries for review if a member decides to rejoin the council (in the future...)

Bylaws Language

Section 3.7 **Attendance**

1. **Members are expected to be punctual to participate in the entire meeting. A member is considered present at a meeting if the individual is physically present for the roll call.** Additional roll calls shall be taken several times at the Annual Data Presentation and at the Annual Priority Setting and Resource Allocation meetings.
2. A member, who has two consecutive unexcused absences from meetings of the full Planning Council, or two consecutive committee meetings, shall be contacted by the Chair or the Chair's designee and be instructed to attend the next meeting or resign from the Planning Council. The member's absence without excuse at the time of the roll call at the beginning of the next meeting shall be considered the third consecutive unexcused absence. This absence shall be considered a resignation and shall automatically remove the member from the Planning Council.
3. A member who seeks to resign from the Planning Council shall submit a letter of resignation to the Chair or to Planning Council Support staff. If possible, the resignation should provide thirty days' notice to allow time for nomination and appointment of replacement.
- 4.



Central Florida HIV Planning Council (CFHPC) Policies and Procedures

Members are expected to abide by any additional requirements outlined in the Council's Attendance Policy & Procedure.