

ORANGE COUNTY HIV PLANNING COUNCIL
Policies and Procedures

Subject: Membership and Training Committee

Number: II

Date Effective: 6-23-97

Revised: 4-11-07, 11-14-07,
9-9-09, 8-24-11, 11-14-12, 2-11-15

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1. **PURPOSE:** The purpose of this document is to set forth the policies and procedures for the Membership Committee.
2. **FUNCTION:** The Membership Committee will be responsible for the following:
 - 2.1. Ensuring an open nomination process for the Planning Council (Council);
 - 2.2. Review and update Council application materials and process;
 - 2.3. Coordination of new member recruitment for the Council;
 - 2.4. Review and recommendation of all applicants to the Council;
 - 2.5. Monitoring Council member attendance;
 - 2.6. Managing the Council's attendance and leave of absence (LOA) policies;
 - 2.7. Facilitating the Council mentoring program;
 - 2.8. Developing Council training program and calendar;
 - 2.9. Recommending the removal of Council or Affiliate members who fail to adhere to Council Bylaws, policies and procedures, or rules of respectful engagement; and
 - 2.10. Other duties as assigned by the Council.
3. **COMMITTEE OFFICERS:**
 - 3.1. Officers shall consist of a Chair and Vice-Chair. The Vice-Chair will be elected annually.
 - 3.2. One of the Officers of the Council will serve as the Chair of the Membership Committee.
4. **MEMBERSHIP:**
 - 4.1. The Membership Committee must consist of current Council members or Affiliates.
 - 4.2. The Council's Executive Committee shall appoint, with the recommendation of the Membership Committee Chair, Council members or Affiliates to the Committee. Every effort will be made to ensure that the composition of the Membership Committee reflects the demographics of HIV disease in Orange County, is balanced between private/public service providers, and encompasses members of historically underserved and disproportionately affected populations.

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5. VOTING:

- 5.1. A quorum of the Committee must be present at any meeting in order for formal action to be taken on any matter. The number of members necessary to establish a quorum shall be the minimum of three members.
- 5.2. The committee will strive to reach its decisions by consensus. However, if consensus cannot be reached, the committee shall make its decisions by majority vote.
- 5.3. Only committee members may vote.

6. AMENDMENTS:

- 6.1. These policies and procedures may be amended at any time by a majority vote of the Membership Committee and submitted to the Council for approval by consensus or a majority vote.
- 6.2. Every attempt has been made to keep these policies and procedures in compliance with and consistent with the Council Bylaws; however in the event they are found to be in conflict with the Bylaws, the Bylaws will be the higher authority. Also, in the event that the current Bylaws are amended by the Council and/or Board of Supervisors, these policies and procedures will be amended to be in compliance with the revised Bylaws.

- 7. MEETING DATES, TIME, PLACE:** The committee shall meet at a frequency and at times, on dates, and at locations as determined by the committee Chair in consultation with the committee members.