ORANGE COUNTY HIV PLANNING COUNCIL

Policies and Procedures

Subject: HIV Client Advocacy Committee (HCAC)

Number: IV
Date Effective: 5-24-95
Revised: 11-2-98, 6-9-99, 2-9-05, 11-8-06, 4-13-11, 2-11-15

A. PURPOSE: The purpose of this policy/procedure is to establish a committee of the HIV Planning Council (Council) which provides persons living with HIV disease (PLWHD) the opportunity to assist the Council in identifying and addressing the needs of PLWHD in Orange County in a non-threatening peer environment.

B. FUNCTION: This Committee shall work to:

1. Assist the Council and its committees in the identification of service needs and gaps in services provided to PLWHD, including participation in design and implementation of the client surveys, focus groups, etc.
2. Advocate for the needs of the HIV-infected community, and assist the Council in ensuring that the needs of PLWHD are identified and addressed regardless of race, color, gender, religion, and sexual orientation.
3. Assist the Council and its committees in recruiting PLWHD who can represent and/or express the perspective and needs of the HIV-infected community throughout the spectrum of the disease for membership on the Council and its Committees.
4. Develop and recommend strategies to meet the needs of PLWHD in Orange County and monitor the effectiveness of those strategies in meeting PLWHD needs.
5. Advise the Council and its committees regarding issues and needs affecting the HIV-infected community.
6. Facilitate training of committee members in planning methods and leadership skills to develop and enhance individual advocacy skills and effectiveness.

C. MEMBERSHIP:

1. Any PLWHD living in Orange County (regardless of any agency affiliation), by attending one committee meeting and expressing his/her desire to become a member, will automatically become a member at the next HCAC meeting he/she attends.
2. Members are expected to attend regular monthly meetings and commit to serving on the Committee for at least one (1) year.
3. Any committee member who is absent for three (3) meetings in a row without notification of the committee officers or staff will need to reapply for membership.

D. <u>OFFICERS</u>:

1. A Chair and Vice Chair, or Co-Chairs shall be nominated and elected by the members of the committee. The Chair, or one Co-Chair must be a member or an Affiliate member of the Council.
2. Candidates for officer positions shall be nominated at the regular November meeting of the committee.
3. Elections for officer positions shall be held at the regular December meeting.
4. The committee may change the schedule for officer nominations and election provided that the selection of new officers occurs prior to the end of the first quarter of subsequent calendar year.
5. The officers shall be elected to serve for one calendar year, or, if a special election is held to fill a vacancy, until the next regularly scheduled election.
6. The Committee may take action to remove an officer during his/her term by introducing a motion at a regular meeting and placing the matter on the agenda for the next regular meeting for consideration. Upon the majority vote of members present the Officer shall be removed. Provided that the identified procedures are followed, there shall be no appeal process for the removal of a committee officer and the committee decision shall be final.
7. The Executive Committee shall be the arbiter of disputes relating to the process of officer selection or removal. The remedy for failure to follow process shall be to require the committee to follow its established process.

E. <u>VOTING:</u>

1. The Committee will strive for consensus in all its actions.
   a. Consensus is defined as agreement of all members present.
   b. If consensus cannot be achieved the chair will call for a decision by majority vote of those members present.
2. Members are subject to the Conflict of Interest policy of the Council.
3. To conduct business, a quorum of the committee membership is required. A quorum for this committee is achieved when five (5) or more members are present.

F. AMENDMENTS:

1. These policies and procedures may be amended at any time by a majority vote of the HIV Client Advocacy Committee and submitted to the Council for approval by consensus or a majority vote.
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 Board of Supervisors, these Policies and Procedures will be amended to be in compliance with the revised Bylaws.

G. MEETING TIME, DATE, LOCATION:

The Committee shall meet at a frequency and at times, on dates, and at a location as determined by the Chair in consultation with Committee members.