

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, 2-10-16,
2-7-18, 7-20-20, 4-13-22, 8-14-24

Page: 1 of 3

A. PURPOSE: The purpose of these policies and procedures is to establish a committee of persons living with HIV (PLWH) to assist the Planning Council (Council) in identifying and addressing the needs of PLWH in Orange County in a working 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 PLWH including, but not limited to, participation in design and implementation of client surveys, focus groups, etc.
2. Advocate for the needs of the community, and assist the Council in ensuring that the needs of PLWH are identified and addressed regardless of race, color, gender, religion, and sexual orientation.
3. Assist the Council and its committees in recruiting PLWH who can represent and/or express the perspective and needs of the community for membership on the Council and its committees.
4. Develop and recommend strategies to meet the needs of PLWH in Orange County and monitor the effectiveness of those strategies to meet the identified needs.
5. Advise the Council and its committees regarding issues and needs affecting PLWH.
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 PLWH living in Orange County (regardless of any agency affiliation), who attends one (1) committee meeting and expresses a desire to become a member, will automatically become a member at the next HCAC meeting they attend.
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.

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Page: 2 of 3

D. OFFICERS:

1. A Chair and Vice Chair shall be nominated and elected by the members of the committee. One (1) of the officers must be a member or an Affiliate member of the Council.
2. Candidates for officer positions shall be nominated on or before the regular November meeting of the Committee.
3. Elections for officer positions shall be held on or before 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 the subsequent calendar year.
5. The officers shall be elected to serve for one (1) 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 their term by requesting that the matter be placed on the agenda for the next regular meeting for consideration. Upon the majority vote of members present, the recommendation shall be submitted to the Executive Committee for removal.
7. The Executive Committee shall be the arbiter of disputes relating to the process of officer removal. The Executive Committee decision shall be final.

E. VOTING:

1. The Committee will utilize consensus voting for approval of the meeting agenda and minutes only. The Committee will use a yay/nay voting system for all other action items. The yay votes must be unanimous for the vote to carry. For non-unanimous yay votes, a roll call vote will be taken. A majority vote in favor of the motion will be required for the motion to carry.
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 three (3) or more members are present.

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Page: 3 of 3

F. AMENDMENTS:

1. These policies and procedures may be amended at any time by a majority vote of the Committee and submitted to the Council for approval by consensus or a majority vote.
2. Every attempt will be made to keep these Policies and Procedures (P&P) in compliance with and consistent with the Council Bylaws; however in the event they are found to be in conflict with the Council Bylaws, the Council Bylaws will be the higher authority. Also, in the event that the current Council Bylaws are amended by the Council and Board of Supervisors, the P&P will be amended to be in compliance with the revised Council 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.

- H. COMPENSATION:** Committee members who are PLWH and have incomes under 400% of the Federal Poverty Level (FPL) may receive mileage reimbursement or bus passes in accordance with the Compensation P&P.