

ORANGE COUNTY HIV PLANNING COUNCIL

Policies and Procedures

Subject: External Communications

Number: XV

Date Effective: 2/25/99

Revised: 6/9/99, 3/1/17, 5/8/19, 9/13/23

Reviewed: 8/11/21

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1. **PURPOSE:** The purpose of this policy is to ensure: 1) The consistent and concise representation of decisions of the HIV Planning Council (Council) and its committees. 2) Adherence to the bylaws and existing policies and procedures of the Council and its' committees as they apply to external communication.
 2. **DEFINITION:** External communication is defined as any written or verbal communication stating an official position or request of the Council and its committees. An official Council position is one that has received a majority vote of voting members and is duly adopted and consistent with the policies of the Board of Supervisors.
 3. **SPOKESPERSON:**
 - 3.1. The Chair of the Council is the only member of the Council authorized to officially represent the Council. The Chair may only represent official positions taken by the Council. In the absence of the Chair, the Vice-Chair may act as the Council's official spokesperson.
 - 3.2. Committees of the Council are advisory to the Council. Committee officers are authorized to communicate on behalf of their committee *provided* that such communication cannot be construed to represent an unapproved position of the Council.
 4. **PROCESS:**
 - 4.1. All official letters communicating positions and recommendations of the Council will be prepared and generated by Council support staff on Council letterhead for signature by the Council Chair and transmittal to the appropriate recipients.
 - 4.2. Committees and/or Committee officers may communicate within the scope of the committee purpose provided that such communication cannot be construed to represent an unapproved position of the Council.
 - 4.3. All external written communications from committees will be prepared on Council letterhead by Council support staff for signature by the Committee Chair and transmittal to the appropriate recipients. Committee officers are responsible for drafting committee communications.
 - 4.4. Copies of all external committee communications shall be provided to the Council Chair and kept on file by Council support staff.

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- 4.5. The Council Chair is responsible for the accurate representation of all Council positions. If the Chair is uncertain of a position articulated by a Committee, in relation to Council position, the Chair may refer the communication to the Executive Committee for review, as appropriate.