

PLANNING COUNCIL 101

- Meetings are open to the public.
- Notice of the scheduled meetings of the Planning Council is available on the Planning Council's website: HIV210.org
- Planning Council is presided over by one of the two Co-Chairs.
- Committee Chairs preside over their individual respective committees.
- A **quorum** is required at any meeting before action items may be voted on.
 - » *Quorum in PC meetings*— $\frac{1}{2}$ of total membership + 1
 - » *Quorum in Committee meetings*—At least three committee members, with at least one consumer member.

PLANNING COUNCIL OPERATIONS

- Must develop bylaws, policies and procedures to ensure fair, efficient operations
- Must have grievance procedures
- Must manage conflict of interest
- Must pay major attention to new member recruitment, orientation and training
- Support staff assists Planning Council with these requirements