

GOVERNED BY:

Planning Council Bylaws

Updated as needed by Ad Hoc Bylaws committee.

Texas Open Meetings Act

Requires Planning Council Meeting to be open to the public, and to be preceded by public notice of the time, place and subject matter of the meeting.

Robert’s Rules of Order

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing.

# 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](http://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.