

**REGION V SYSTEMS  
CONSUMER/FAMILY ADVISORY COMMITTEE (CFAC)  
POLICIES AND PROCEDURES**

**1. Voting**

- 1.1. Voting on all funding proposals and officers shall be by closed ballot and to be collected and counted by a non-interest party.
- 1.2. All other voting will be by rollcall subject to the direction of the CFAC Chair.
- 1.3. It is the voting member's responsibility to acknowledge a conflict of interest (personal financial gain) and abstain from voting when appropriate.
- 1.4. Voting results are given to the CFAC Chair for announcement.

**2. Grievance and Conflict Resolution**

- 2.1. Robert's Rules of Order will apply to handling of disruptive persons at meetings.
- 2.2. Grievances involving any and/or all of CFAC business, including potential dismissal of officers shall be presented in writing (See Grievance Form) to an Executive Board officer to be handled at the next scheduled CFAC Executive Board meeting.
- 2.3. The Executive Board shall study the grievance and work toward a solution.
- 2.4. If no solution can be reached, a special CFAC meeting may be called. In such an event, the decisions of the CFAC assembled at such a special meeting shall, by a sixty percent (60%) majority of members in attendance, be binding on the Executive Board.
- 2.5. If no solution can be reached, the grievance may be referred to Region V Systems and the Region V Systems procedure shall be applied. The grievance shall be addressed within sixty (60) days of presenting the grievance.

**3. Storage and Access of CFAC Records**

- 3.1. There shall be a space identified at Region V Systems to store CFAC records. The CFAC Secretary shall be responsible for creating a folder for each month's information packet to be stored in the CFAC file cabinet following the CFAC monthly meeting.

**4. CFAC Promotion**

- 4.1. A person may promote the CFAC when authorized by an Executive Board member.

**5. Meeting Cancellations**

- 5.1. CFAC meetings will be canceled when Lincoln Public Schools is closed due to inclement weather.
- 5.2. The CFAC meeting may then be rescheduled at the discretion of the CFAC chair.

**6. CFAC Standing and Ad Hoc Committees' Policies and Procedures**

- 6.1. Policies and Procedures for all CFAC Standing Committees will be developed.
- 6.2. The Chair of each standing committee should provide a copy of their Policy and Procedures to the CFAC Chair.

## **7. Membership Education**

- 7.1. Membership Education shall be supported by the CFAC.
- 7.2. The Executive Board shall schedule Membership Education during the CFAC monthly meeting when time allows.
- 7.3. Any CFAC member may recommend an Education topic.

## **8. Website**

- 8.1. All documents approved at a regular CFAC meeting shall be placed on the Region V Systems website at the direction of the CFAC Executive Board.  
<http://region5systems.net/how-we-help/consumer-family-advisory-committee/>

## **9. Amendments**

- 9.1. These policies and procedures may be amended, added to, or deleted at a regular CFAC meeting by a 60% vote of all members present. All proposed amendments shall be presented in writing.

## **10. CFAC Agenda**

The Executive Board shall meet monthly and may be canceled or rescheduled at the call of the Chair if deemed necessary to:

- 10.1. The CFAC agenda is set and approved by Executive Board.
- 10.2. Agenda items must be submitted to an the CFAC Chair.

## AT THE MEETING

1. **Start the meeting on time.** Waiting for the one or two people who are “always” late does not show respect for the people who are “always” on time. Plus, punctuality is good business practice.
2. **Determine who will be taking notes for the meeting.**
  - If the Region 5 support staff is unavailable to take the notes at the CFAC monthly meeting the CFAC Secretary will be responsible for the notes.
  - If at all possible, the chair should not take notes and run the meeting.
3. **Make any general announcements at the beginning of the meeting.**
  - A volunteer will be asked to read the CFAC approved “Meeting Rules”.
4. **Proceed through each agenda item utilizing the following checklist for each item.**
  - Introduce agenda item and give an explanation if necessary.
  - Present the issue that needs to be addressed and discuss it.
  - Assign tasks, determine due dates.
  - Review and bring closure to the agenda item.
5. **Keep the meeting moving.**
  - It is the responsibility of the chair to keep the committee members on track.
  - The chair should gently remind people that it is necessary to continue addressing the agenda items.
  - The reminder to stay on topic is to be respected by all CFAC members.
6. **Review and Bring Closure.**
  - Make sure there is time at the end of the meeting to ask the group if there are any questions related to assignments, due dates, or other issues. If needed, repeat and clarify important items.
  - Indicate to the committee members when and how the minutes to the meeting will be distributed.
7. **Report-Responsibility of the assigned note taker at each meeting.**

The following items shall be included in the report for each committee meeting. A copy shall be sent to the Region 5 support staff five (5) days before the regular CFAC meeting to be included in the meeting information packet.

  - Name of the Committee.
  - Date, Time, Location.
  - Names of those Present and Absent.
  - Summary of:
    - Key points.
    - Assignments.
    - Decisions.

- Due dates of assignments.
- Recommendations for the CFAC to consider.

### **AFTER THE MEETING**

1. The minutes shall be sent electronically to the CFAC chair, vice-chair and secretary by the Region 5 support staff within two (2) weeks of the CFAC monthly meeting.
2. A copy of the meeting minutes shall be sent by the CFAC chair to the CFAC members five (5) days before the regular CFAC meeting.
3. The Region V support staff will include an approved copy of the minutes on the CFAC page of the Region 5 website.

### **GUIDELINES FOR DISCUSSION DURING COMMITTEE MEETINGS**

There are several models that may be followed for discussing agenda items during committee meetings. The goal is to allow for rich discussion. All members of the committee should be encouraged to participate. The method used should not be limiting yet should be organized and structured.

1. To secure the floor, a member shall raise his/her hand. The speaker shall wait to be recognized by the Chair before speaking.
2. When there is more than one hand raised, the Vice-Chair shall write a list of speakers as hands are raised.
3. During debate:
  - After recognition, the speaker shall be:
    - Respectful
    - Criticize ideas only, not people
    - Respect others' life experiences
    - Gentle and patient
  - No one may interrupt another speaker
  - No one may speak a second time on a question as long as any member who has not spoken on that question desires the floor
  - No member may speak more than twice to the same question.

## **GUIDELINES FOR DECISION-MAKING DURING COMMITTEE MEETINGS**

There are many options for decision-making that can be utilized by committees. A few ideas are presented.

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- Voting results are given to the CFAC Chair for announcement.