

## **REGION V SYSTEMS**

### **CONSUMER/FAMILY ADVISORY COMMITTEE (CFAC) POLICIES AND PROCEDURES**

#### **1. Voting**

- 1.1. Voting on all officers shall be by closed ballot and to be collected and counted by the secretary.
- 1.2. All other voting will be by roll call 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.

#### **2. Grievance and Conflict Resolution**

- 2.1. Disruptive persons at meetings will be handled on a case-to-case basis.
- 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 information packets 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. Standing and Ad Hoc Committees' will follow CFAC policies and procedures.

## **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 Educational 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 by Executive Board and approved by CFAC. 10.2. Agenda items must be submitted to 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.**

- 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 end of the meeting as ‘Other Business’.**

- Refer to meeting guidelines under the CFAC website. <http://region5systems.net/how-we-help/consumer-family-advisory-committee/>

#### **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.
- Minutes of each meeting will be distributed 7 days prior to the following months meeting along with the agenda. Minutes are available on website.

#### **7. It is the responsibility of the Secretary to take notes 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 executive committee, region V representative, and support staff by the (Secretary) 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. 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

## **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.

- Voting on officers shall be by closed ballot and to be collected and counted by chair or Secretary.
- All other voting will be by roll call conducted by the secretary.
- It is the voting member's responsibility to acknowledge a conflict of interest (personal financial gain) and abstain from voting when appropriate.
- Voting results are announced by the secretary.