



CONSUMER/FAMILY ADVISORY COMMITTEE (CFAC) POLICIES AND PROCEDURES

1. Voting

1.1. Voting on all officers shall be held by closed ballot if two (2) or more nominations are made. Ballots shall 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. Each member, other than the Chair, shall have one (1) vote during any formal motion at any meeting.

1.4. The Chair shall be a non-voting member, except in the event of a tie when the Chair shall be the deciding vote.

1.5. It is the voting member's responsibility to acknowledge a conflict of interest (personal financial gain) and abstain from voting when appropriate.

1.6. All members will have the opportunity to speak during discussion, by roll call, prior to voting.

1.7. Members are required to put in a motion for approval which must be followed by a 'second' to proceed with voting. The motion for approval and 'second' shall be considered 'yay' votes.

1.8. Any member in good standing who is unable to attend a meeting in person or via Zoom may cast an absentee vote. A member in good standing is defined as a member who has attended two (2) of the last six (6) meetings for the full length of the meeting.

1.8.1. Request for Absentee Ballot: A member wishing to cast an absentee vote must request an absentee ballot from the Chair no later than five (5) days in advance of the meeting. The request must be made in writing and include the member's name, contact information, and reason for absentee voting. E-mail requests will be considered as requests in writing.

1.8.2. Distribution of Absentee Ballots: Upon receipt of a valid request, the Chair shall provide the member with an absentee ballot via email along with any relevant materials pertaining to the matters to be voted upon at the meeting. The Chair will include the Secretary in the absentee ballot email.

1.8.3. Submission of Absentee Ballot: The member must complete the absentee ballot and return it to the Secretary and Chair by 4:00 pm the day before the scheduled time of the meeting. Absentee ballots received after the specified deadline shall not be counted.

1.8.4. Absentee Quorum and Counting of Absentee Votes: Absentee votes shall be counted towards establishing a quorum. Absentee votes shall be counted by the Secretary along with votes cast in person or via Zoom at the meeting. The results of the absentee ballot shall be announced by the Secretary during the meeting along with the results of the in-person/Zoom vote.

1.8.5. Verification and Authentication: The Secretary shall verify the authenticity of absentee ballots to ensure that they are submitted by eligible members and that each member casts only one (1) vote.

1.8.6. Recordkeeping: The Secretary shall maintain accurate records of all absentee votes cast, including the names of members, the votes cast, and any relevant documentation pertaining to the absentee voting process.

1.8.7. Limitations on Absentee Voting: Absentee voting may be restricted or prohibited by the Chair for votes on Bylaws and Policies and Procedures. No member may submit an absentee ballot for more than two (2) meetings during the fiscal year.

2. Grievance and Conflict Resolution

2.1. Disruptive people at meetings will be handled on a case-by-case basis.

2.2. Grievances involving any and/or all 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 the special meeting shall, by a 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 5 Systems and Region 5 Systems' procedure shall be applied. The grievance shall be addressed within 60 days of presenting the grievance.

3. Storage and Access of CFAC Records

3.1. There shall be a network drive to store CFAC documents. The CFAC Chair is responsible for emailing the agenda, fiscal summary, handouts, and minutes 7 days prior to the CFAC meeting. The Secretary is responsible for ensuring all CFAC documents are saved to the drive. These records will be available and maintained for 7 years.

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 meetings 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 5 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

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

10.2. The CFAC agenda is set by the Executive Board and approved by CFAC.

10.3. 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 minutes for the meeting.

- The Secretary will be responsible for taking minutes.
- If possible, the Chair should not take minutes 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 and 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 members 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. Minutes

- It is the responsibility of the Secretary to take minutes at the monthly CFAC meetings.
- It is the responsibility of each subcommittee to identify a minute taker who will provide minutes to the Secretary and the Chair.
- The following items shall be included in the report:
 - 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 CFAC to consider
- Members voting results
- The Chair shall send a copy to all members, the Regional Consumer Specialist, and Region 5 Systems' support staff seven (7) days before the regular CFAC meeting to be included in the meeting information email.

AFTER THE MEETING

- The minutes shall be sent electronically to the CFAC executive committee, the Regional Consumer Specialist, and Region 5 Systems' support staff by the Secretary within two (2) weeks of the CFAC monthly meeting.
- 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.
- Region 5 Systems' support staff will post the approved minutes on the CFAC page of the Region 5 Systems' 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.

- 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 the speaker.