



**ADVISORY COUNCIL REVISIONS COMMITTEE ZOOM MEETING**

Zoom Meeting: <https://us02web.zoom.us/j/83019315944>

Dial -In Information: (929) 205-6099 | Access ID: 830 1931 5944

APRIL 19, 2022 | 3:00 P.M.

**AGENDA**

**Committee Members:** Chester McNorton (Chair), Constance Griffin

WHAT	PAGE(S)	HOW	WHO
<b>1. CALL TO ORDER</b> <b>MOMENT OF SILENCE</b> <b>MISSION STATEMENT</b> <b>ROLL CALL</b>	2	Present	Chairperson
<b>2. REPORTS &amp; RECOMMENDATIONS</b>  <b>REPORT:</b> <ul style="list-style-type: none"> <li>➤ <b>Report:</b> Regional Advisory Committee and Policy Council Handbook Proposed Revision</li> </ul> <b>RECOMMENDATIONS:</b> <ul style="list-style-type: none"> <li>➤ Regional Advisory Committee and Policy Council Handbook Proposed Revision <b>(Action)</b></li> </ul>	3 - 23	Present/Approve	Chairperson Committee
<b>3. Other Business</b>			
<b>4. Adjournment</b>			

**ALPI Mission Statement**

To collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.


**Community Action Promise**

Community Action changes people’s lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people to help themselves and each other.



**The Agricultural and Labor Program, Inc.**  
**2022 Advisory Council Revision Committee**  
**Attendance Y-T-D Summary**

Name	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1. Constance Griffin										
2. Chester McNorton										
Board Support: Arlene Dobison										
Staff Liaison: Pa Houa Lee Yang										
<b>Total Present</b>										

**P = Present** | **E = Excused** | **A = Absent** |  **= No Meeting Held**

# Regional Advisory Committee's And Policy Council Handbook

Helping People. Changing Lives.



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THE AGRICULTURAL AND LABOR PROGRAM, INC.

Councils Handbook

Purpose of Handbook

This handbook has been prepared as a guide for Regional Advisory Committee members and the Policy Council to assist them in carrying out their functions as advisors to the Agricultural and Labor Program, Inc. (herein referred to as ALPI). It contains information on: (1) the purpose and functions of the Advisory Committee's and Policy Council, (2) the importance of their work as volunteers, (3) guides on how to organize themselves to carry out their work, (4) suggested ways to identify and solve problems, (5) techniques for planning their work, and (6) strategies for gaining support for the organization.

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A section has been included on how to conduct meetings and the use of committees to perform tasks for the Councils, and the value of completion of assigned tasks by committees. Careful thought has been given to clarifying advisory functions, and the distinctions between those bodies that are advisory and those bodies that have decision-making responsibilities.

ALPI, like many organizations of its type, gains benefit from advisory groups that are representatives of the people,

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Functions of Advisory Committee's and Policy Council

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Advisory Committee's and the Policy Council to the organization serve important functions, and although their purposes may vary according to the mission of the organization, they are vital to the success of the organization. Advisory Committees and Policy Councils: (1) are good will ambassadors, (2) are knowledgeable about the mission of the organization, (3) support the organization, (4) are vital communication links to the communities that the organization serve, and (5) seek at all times to follow the rules designed by the organization. ALPI is a comprehensive social services organization. Its mission is to help improve the general quality of the lives of those individuals in the counties in the State of Florida in which it has programs. ALPI does not generate money on its own to operate the programs which serve the targeted population. It must seek financial resources from public (government), private (corporations), and charitable sources (United Way/Foundation, etc.) Its services, programs and operations all depend on gifts and grants from public and private organizations. There are never enough financial resources for ALPI to meet the needs of all the targeted population. However, ALPI does seek constantly to acquire more resources to serve more people.

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Unlike the Policy Council who are decision makers, the advisory committee do not make decisions for the organization. They advise decision-makers who may use the advice given them in making decisions for the organization. The Advisory Committee share their views, give suggestions and advice to the Board representative, of their Region. The Advisory Committee's and Policy Council members from time to time participate in surveys, needs assessments and assessments of effectiveness and performance of

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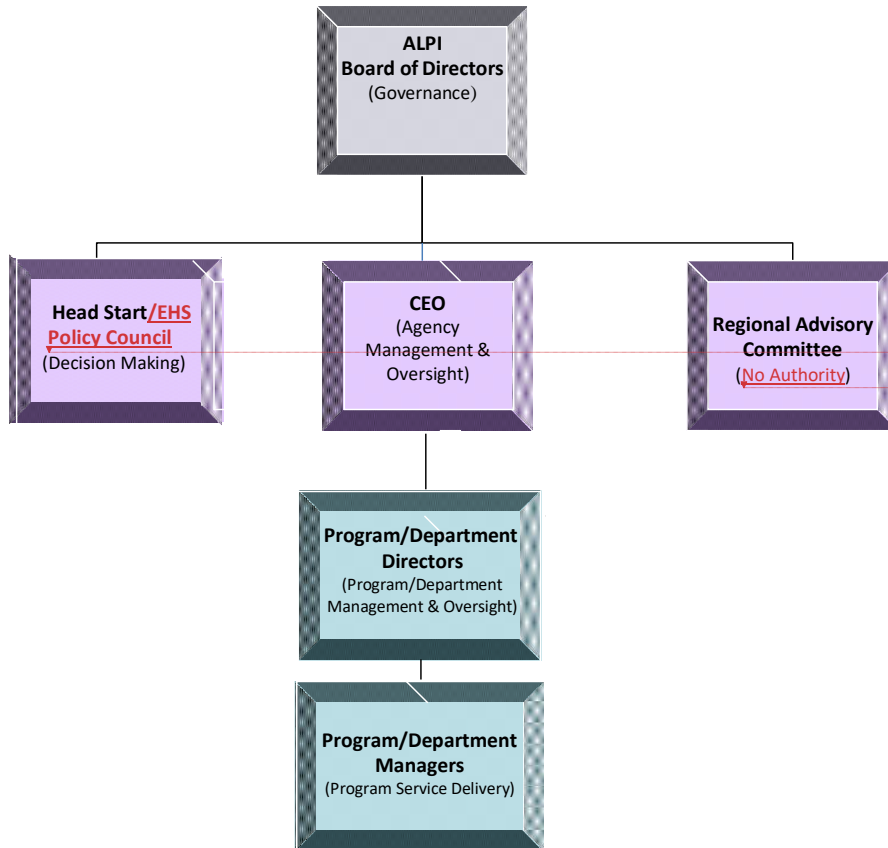


the organization. Information obtained through surveys, advice on selected issues and other forms of information gatherings are used by Board members in making policies for the organization and by the staff of ALPI in designing and operating programs.

**Governance . . . Roles and Responsibilities**

The Agricultural and Labor Program, Inc. (ALPI) is a non-profit Organization that is governed by a 21 (voting) member Board of Directors. The ALPI Board membership consists of representatives from the Regional Advisory Committee, the Head Start Policy Council and the community at large. The ALPI is governed in accordance with its established By-laws which include the function and purpose of the Councils.

**AGENCYWIDE  
GOVERNANCE & MANAGEMENT FUNCTIONS  
AT A GLANCE**



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Further, while considering the flow of information (as well as roles and responsibilities), it is critical to note that all reports made to the Board of Directors from Regional Advisory Committees should specifically include what is taking place in the area being served by each individual Advisory Committee. To facilitate the flow of information, all reports that are presented to the Board will also be made available to the Advisory Committee through the designated Board Representative established by the Advisory Committee.

Although questions and/or comments are welcomed, it is important to understand that the Advisory Committee (except the Policy Council) main focus and function should be that of *recommendation to the Board by way of board representative and liaison of activities and elections of a representative, of the low-income sector, to be seated on the CSBG Tripartite Board of Directors, and certifying the democratic process was utilized.* This is an extremely important function as it provides input directly from the areas being served by ALPI, and ensuring compliance with its Tripartite Board requirements. Thus, making the Advisory Committee the eyes and ears of the Board. However, the decision-making function itself is reserved solely for the Board.

If the above purposes and functions of the ALPI Regional Advisory Committee and Policy Council are understood and followed, the collective energy of said committee and councils, board of directors, and staff can make a significant contribution to the achievement of the mission of ALPI.

# Ready? Set? Go!



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## Organizing to Do Your Work

Most organizations divide their work among its members in order to systematically perform tasks and place responsibility. Each Advisory Committee can be more effective if it sets up committees in addition to its officers. Such committees may be the following; Fund-Raising Committee, Special Events Committee, Non-Partisan Political Committee, Nominating Committee,

### Use and Functions of Regional Advisory Committees and Policy Council

A committee is a body of one or more persons appointed by the Committee/Policy Council Chairperson, to review, or take action on certain matters or subjects. Committees that are organized and effective in their work can save valuable time. Below are some reporting procedures committees should follow:

- Keep the report as brief and to the point as possible without negatively affecting the quality of the information.
- The report should be distributed to appropriate Committee/Policy Council members prior to scheduled meeting.
- Indicate if the report is for information purposes or if some action is required by the full Advisory Committee/ Policy Council. If action is required, the committee should make a recommendation, on the action the Advisory Committee/Policy Council should take. All activity recommendations, for action, must receive Board Approval.

If the Advisory Committee/ Policy Council decides to adopt the committee's report, the Council may vote to accept the report as its own.

As chairperson you are responsible for ensuring that the advisory committee/Policy Council functions properly. You should call meetings, set the agenda by way of designated staff, and record decisions and recommendations.

- Limit your activities/work to that which has been specified by the Advisory Committee/ Policy Council.

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**Deleted:** Time is saved because the committee performs much of the leg work which eliminates the need for the full Council to go over every detail of every issue. After the work of the committee is completed, it is important to report the information it has gathered to the Council.

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**Deleted:** The committee chairperson plays a very important part in the successful functioning of the committee. If you have been selected to chair a committee, but you are not clear about how to perform as a chairperson, here are a few suggestions:¶¶

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In ordinary organizations there are two types of committees:

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(1) **Standing Committees:** Standing committees remain in existence permanently or for the life of the group that established them. Standing committees are authorized specifically under the organization’s by-laws.

(2) **Special Committees** (Select or Ad hoc): These committees are appointed as the need arises to carry out a specific task at the completion of which it automatically ceases to exist. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.

**Conducting Meetings**

Business meetings are typically the most widely recognized form of assembly used by organizations. Meetings allow members to come together in an organized fashion to discuss and decide upon organizational issues. In order for meetings to be carried out in an orderly manner, it is important for members to observe established rules. Rules establish how members of an organization are to conduct themselves in a meeting setting. A discussion of basic rules of order which should be observed when conducting a formal meeting follows.

**Rules of Order**

**Call to Order** – When the time of the meeting has arrived, the presiding officer opens it by calling the meeting to order and staying exclusively to the agenda.

**Regional Advisory Committee Order of Business – Follow the Agenda;**

- I. Call to Order
- II. Moment of Silence
- III. Mission Statement
- IV. Roll Call:
  - a. Secretary’s Report
- V. Other Correspondence
  - a. Tresurer’s Report
  - b. Benevolence Fund
- VI. Scholarships Update
- VII. Council Discussion
  - a. Community Activities
- VIII. Board of Directors Update
- IX. Unfinished Business
- X. Adjournment

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**Roberts Rules of Order: Obtaining and Assigning the Floor** – Before an individual can make a motion, he/she must be recognized by the chair. This indicates that the recognized person has the exclusive right to be heard at the time. To claim the floor, raise your hand and address the chair. If at any time the chair makes a mistake and assigns the floor to the wrong person, such an error is corrected by raising a point of order.

**Deleted:** an individual rises at his/her place when no one else has the floor, faces the chair, and asks for the floor or to speak. If two or more members rise at the same time, the individual who rose and addressed the chair first is entitled to be recognized.

**Making a Motion** – There are three (3) steps by which a motion is normally brought before the assembly:

1. A member *makes* the motion.
2. Another member *seconds* the motion.
3. The chair *states the question on the motion*.

Only the chair can place a motion before the assembly. When the chair has stated the question, the motion is *pending*. It is then open to debate. If the assembly decides to do what the motion proposes, it *adopts* the motion or the motion is *carried*. If the assembly expressly decides against doing what the motion proposes, the motion is *lost* or *rejected*.

### Planning for Work and Action for Policy Council

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All kinds of organizations engage in planning to reach objectives and goals and to carry out their missions. ALPI Policy Council engage in planning activities in at least two ways. The Policy Council are called upon from time to time to participate in the planning activities of ALPI, such as the five-year plans and adjustments to those plans.

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**Deleted:** The Councils engage in planning when they decide on their ongoing activities within their respective regions.

It has been long established that systematic planning is a fundamental first step to use resources wisely and to accomplish goals. The outline presented below includes basic steps and activities that are essential to orderly planning:

### Sequential Stages of Systematic Planning

- I. Examine and understand the mission of ALPI
  - A. Familiarize yourself with the ALPI five-year plan
  - B. Develop an understanding of how the Policy Councils are related to ALPI and the five-year plan
  - C. Brainstorm (talk, discuss, speculate) on how the Policy Council and its members can assist ALPI in carrying out the goals of the five-year plan
  - D. Agree on what the Policy Council will do and what each member will do in supporting the achievement of the goals of the five-year plan.

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- II. Establish a set of objectives/goals to be achieved and prioritize these goals/objectives.
  - A. Decide on the objectives/goals and determine if they fit with the mission of ALPI.
  - B. Collect information about the goals/objectives.
  - C. List the goals/objectives in priority order.
  - D. Write the objectives/goals clearly.
  - E. List steps to be taken and determine needs, i.e. step 1, step 2, step 3, etc.
  - F. Raise questions and list tentative answers, e.g. What needs to be done? What people should be contacted? What materials and funds are needed?
  - G. Record progress and revise action steps as necessary.
- III. Assess the area in which your Advisory Committee is located.
  - A. Gather information on the population in your area. (Key individuals and groups are important to the success of all your activities.)
  - B. Determine which individuals and organizations are important to your particular objective/goal.
  - C. Interact with important individuals and organizations within the ALPI target population and those outside of ALPI.

**Problem Solving**

As individuals we all experience gaps and as a result we all at some point engage in problem solving. As Committee members, the gaps in a community may arise and should be reported to the CEO. The problem encountered of a needy family and the possibility of services rest with ALPI's CEO. By simply following the steps provided below, problems which you encounter can be broken into manageable pieces and resolved.

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**Deleted:** <#>Develop strategies and action plans for achieving goals/objectives.¶  
 ¶ Assign individuals to each task and develop action steps for each individual. Record all steps.¶  
 ¶ Check frequently on the progress of each step.¶  
 ¶ Maintain open communication.¶  
 ¶ Agree on timetable for implementation of objectives/goals.¶  
 ¶ Write out the timetable – set time and dates of each activity.¶  
 ¶ Determine in the timetable what can be done when and adjust timetable when necessary.¶  
 ¶ Coordinate all activities – reprioritize and follow up on all steps and actions to reconcile for delays.¶  
 ¶ Create an information network and flow system to monitor all actions.¶  
 ¶ Examine information to assess where you are and where you are going.¶  
 ¶ Share all information frequently.¶

**Problem Solving**

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## Problem Solving Steps

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### **Step 1: Identifying and Selecting a Problem**

A problem should be identified and well defined. The definition should be expressed in terms of how it affects the operation of an organization or interferes with the activities of a group.

### **Step 2: Analyzing the Problem**

The facts about the problems and the causes of the problem should be determined.

### **Step 3: Generating Possible Solutions**

Evaluate the alternative solutions by considering the pros and cons of each and the consequences that may occur from the solution selected.

### **Step 4: Select and Plan a Solution**

Continue the process of weighing the pros and cons of options considered in Step 3. Explain why the solution chose was selected and begin planning actions and solutions to the problem.

### **Step 5: Implement the Solution**

Consider who is to be notified about the decision, determine the steps to be taken to implement the decision in sequential steps (1, 2, 3, 4) and assign individuals to carry out action steps 1, 2, 3, 4.

### **Step 6: Evaluate the Solution**

Observe, inquire and get feedback from those affected by the decision. If the decision was made to improve a situation or problem that can be measured in output, cost or other measurable means, use such measure to determine if the need, problem or situation has been met, solved or improved.

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*The process is facilitated by ALPI's CEO or designee assigned by ALPI's CEO*

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## The Problem-Solving Process

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As illustrated above, the sequence of problem-solving steps is:

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- Step 1 – Identify and Select a Problem
- Step 2 – Analyze the Problem
- Step 3 – Generate Potential Solutions
- Step 4 – Select and Plan a Solution
- Step 5 – Implement the Solution
- Step 6 – Evaluate the Solution

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## Gathering Resources and Support

Non-profit service organizations must seek resources and support from many sources in order to carry its mission. The ALPI staff and board of directors are constantly engaged in obtaining support for its programs. Advisory Committees and Policy Council in consultation with and approval of the CEO and board may engage in supportive efforts for ALPI and their own activities. All such efforts must be coordinated to avoid conflicts and to ensure all of its units work together to achieve goals.

Support may come in the form material gifts, monetary, volunteer's including governmental and non-partisan political sources. Through coordination, support from community sources, through cooperative relationships and non-partisan political activities. Listed below are groups and organizations listed below that are sources of support.

### **Community Resources**

1. Civic Organizations
2. Sororities and Fraternities
3. Businesses
4. Professional Societies and Associations
5. Faith Based Organizations
6. Universities and Community Colleges
7. Foundations and Individual Philanthropists
8. County and City Government

### **Cooperative Relationships**

1. Cooperate with community improvement groups.
2. Communicate and publicize your programs to the community.
3. Establish an information bank containing information about ALPI Programs and other community programs.

### **Political Action**

1. Register, vote and encourage others to register and vote.
2. Identify public officials in your city, county, district and state.
3. Develop knowledge and understanding of how the political system works.
4. Get to know the staff of your elected officials.
5. Monitor the legislative activities on legislation that affects your community.



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6. Gain knowledge about proposed programs, projects and funds available to your community.
7. Communicate with your elected officials.
8. Organize trips and visits to meetings of the city and councils and to sessions of the State Legislature.

***All of the above suggested activities must be planned and coordinated with the CEO in order to be fully effective.***

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# APPENDIX A

## MEETINGS

### ❖ Regular Meetings

Regular meetings of the **Head Start/Early Head Start Policy Council** shall be held once a month except July and August. The exact meeting date and time will be determined annually by a majority vote, in October of each year, no later than November. Monthly meetings will begin in October of each year. (See Head Start/Early Head Start By-Laws for details)

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Regular meetings of the **Regional Advisory Committee's and the ATEC Advisory Committee** shall be held not less than four (4) times annually (March, May, August and October). No meeting will be held in July. Business of the meetings are as follows:

- March and May: Screening of select scholarship recipient for submission to Liaison by July of each calendar year;
- August: Selection of Community Services Award recipient for submission to the CEO for approval by the Board of Directors. Nominations, with bio, must be received no later than September 30<sup>th</sup>. Nominations received after the deadline, will not be considered.
- October: Election of Officers. President, Vice-President, Secretary/Treasurer.

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The meeting date, time and location will be shared, at the annual Shared Governance Orientation. Each meeting shall be held at least 30 days prior to each board meeting. All Meetings shall be open to the public.

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All meetings shall be conducted in accordance with the most recent edition of "Roberts Rules of Order."

### ❖ Special /Call Meetings

There will be special meetings of the **Policy Council** only when there is a need, and the Chairperson shall call all special meetings at least 48 hours in advance. (See Head Start/Early Head Start By-Laws for details).

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Special or emergency meetings of the **Advisory Committee** shall be held when called by the Chairperson of the **Committee.** Notice of all such meetings will be provided at least twenty-four (24) hours prior to such meeting.

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### ❖ Notice of Meetings

Written notices shall be prepared by designated management staff in consultation with the Chairperson and mailed and/or e-mailed to each **Head Start/Early Head Start Policy Council member** at least (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed and/or e-mailed to each member at least 48 hours prior to the date of the meeting, with an explanation for the special meeting. (See Head Start/Early Head Start By-Laws for details).

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Written notices shall be prepared by designated management staff in consultation with the Chairperson and mailed or e-mailed to each **Advisory Committee member** at least (5) days prior to the date of each

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regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed/e-mailed to each member at least 24 hours prior to the date of the meeting, with an explanation for the special meeting. Additionally, the notice will be displayed in the area of the agency's offices set aside for that purpose.

❖ Quorum

A majority of 51% of the members of the Policy Council, Regional Advisory Committee's and its association thereof, must be present to constitute a quorum in order to conduct business. An attendance Roster must be completed and included in the Policy Council and Advisory Committee reports.

❖ Meeting Minutes, Reports, Recommendations

Meeting Minutes must be submitted to the designated management staff person at least seven (7) days following the Policy Council and Advisory Committee meeting. The minutes, attendance report, recommendation and other relevant documentation will be included in the Policy Council and Advisory Committee's reports prior to each scheduled Board meeting. Policy Council and Advisory Committees must use the Board's approved reporting format and attendance sheet. (See Attachments 1 & 2).

❖ Special Events and Fundraising Activities

All Special events and fundraising activities must be submitted to the Board of Directors for review and approval consideration at least 60 days before the date of the event. Sample of past events include the following:

- Scholarships
- Christmas Baskets, gift cards, raffles;

❖ Allowances and Reimbursements

No Policy Council or Advisory Committee member shall receive any compensation for any service that she/he may render as a Council/Committee member. Members may be reimbursed for her/his actual expenses, including babysitting, travel, etc., incurred in the performance of her/his duties as Policy Council and Advisory Committee member.

❖ Removal

The Policy Council and Advisory Committee may declare the office of a member of the Policy Council and Advisory Committee vacant in the event such member shall be absent from two (2) consecutive regular meetings and/or three (3) excused or unexcused absences in one year. Policy Council and Advisory Committee members must attend two (2) of three (3) Board Orientation/Training sessions offered annually to remain as a member of the Policy Council and Advisory Committee. Orientation/training sessions will include the Shared Governance Orientation, Board Retreat, and one additional professional development training.

A Policy Council and Advisory Committee must provide written notification, to the Secretary of the Policy Council and Advisory Committee, after the second absence and said absence(s) are excused by the Policy Council and Advisory Committee. Said notification must be submitted no later than seventy-two (72) hours prior to the scheduled Policy Council and Advisory Committee meeting, with the exception of emergencies. If the member is unable to provide the requisite notice, the Chairwoman or Chairman of the Policy Council and Advisory Committee will have the authority to make the determination as to

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whether the absence is excused. The CEO will notify the Member, by letter, of this impending action after the second absence.

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Any Member may be removed by a two-thirds vote of the Policy Council and Advisory Committee, for cause, at any regular meeting thereof, provided the member is informed of the basis of the complaint against her/him in writing, at least seven days prior to the meeting and is given an opportunity at the meeting to respond to the allegations, prior to the Policy Council and Advisory Committee vote. Once removed, a Policy Council and Advisory Committee member cannot be re-appointed or elected to the Policy Council and Advisory Committee for a period of three (3) years from the date of removal.

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# APPENDIX B

## COUNCIL ELECTION PROCEDURES

All Regional Advisory Committee's are required to abide by the following bylaws articles and procedures regarding the eligibility, term of office and election of Regional Council Members and officers.

### Purpose:

In accordance with the Bylaws of The Agricultural and Labor Program, Incorporated Article II Section 1 *The specific purpose for which this Corporation is formed is to assist agricultural workers, disadvantaged, disenfranchised persons and other interested members of the community and their family members in cooperatively meeting their needs for better health, education, social services, home life, economic opportunities and human relations. In furtherance of this purpose, the Corporation shall have all powers conferred by Chapter 617 of the Florida Statutes, including but not limited to the following powers: ...to create an Advisory Committee in each of the four regions currently in operation, Southern, Eastern, Central and Northern, and to continue same in any new region that may be created for the purpose of aid and counsel to the Board of Directors...*, all existing Regional Advisory Committees are to adhere to the Bylaws of The Agricultural and Labor Program, Incorporated following Article, Sections and Procedure Clarifications regarding the eligibility, term of office and election of Policy Council and Advisory Committee Members and Officers.

### DEFINITION OF REGIONS

#### Central Region Target Areas

- North Osceola County
- Hillsborough County  
(Dover, Ruskin, Wimauma, Plant City)
- North Polk County

(Lakeland, Bartow, Lake Alfred, Auburndale, Winter Haven, Haines City, Mulberry, Polk City, Davenport, Bradley, Waverly, Poinciana, Wahnetta, Eagle Lake, Gordonville, Eloise, Gordon Heights)

#### Southern Region Target Areas

- Highlands County  
(Avon Park, Sebring, Lake Placid)
- Southern Polk County  
(Lake Wales, Ft. Meade, Frostproof)
- Southern Osceola County
- Hendry County  
(Labelle, Clewiston)
- Glades County  
(Moore Haven)
- Collier County  
(Immokalee & Naples)
- Hardee County  
(Wauchula, Bowling Green, Zolfo Springs)

#### Northern Region Target Areas

- Brevard County
- Seminole County  
(Sanford)
- Volusia County  
(Deland, Pierson)
- Lake County  
(Leesburg)
- Putnam County  
(Crescent City)
- Pasco County  
(Dade City)
- Orange County  
(Apopka, Orlando, Winter Park, Zellwood)

#### Eastern Region Target Areas

- Okeechobee County  
(Okeechobee)
- St. Lucie County  
(Ft. Pierce, Port St. Lucie)
- Palm Beach County  
(Belle Glade, South Bay, Pahokee)
- Martin County  
(Indiantown, Hobe Sound, Stuart, Port Salerno, Jensen Beach)
- Dade County  
(Florida City)
- Indian River County  
(Vero Beach, Gifford, Fellsmere & Wabasso)

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# APPENDIX C

## ARTICLE X - REGIONAL ADVISORY COMMITTEE

- Section 1** The Corporation membership shall be divided into four (4) regions: Southern, Eastern, Central, and Northern, with each region having a Regional Advisory Committee. The regions shall be designated by the Board of Directors.
- Section 2** Regional Advisory Committees shall serve as a direct community link to the Board of Directors.
- Section 3** The Regional Advisory Committee shall have a membership of not less than nine (9) or more than thirteen (13).

### PROCEDURE CLARIFICATION

All corporate members must have a membership application on file to serve on a said advisory committee.

**Section 4** No employee of the agency may serve on any Regional Advisory Committee. Former employees must be out of service for at least three (3) year's before becoming eligible to serve on any Regional Advisory Committee.

**Section 5** No member of a committee's immediate family shall serve on the same Regional Advisory Committee at the same time. Immediate family is defined as follows: Husband, Wife, Mother, Daughter, Son, Father, Father-in-Law, Mother-in Law, Sister, Sister-in-Law, Brother, Brother-in-Law, Grandmother, Grandfather, Aunt, Uncle, Niece, and Nephew.

**Section 6** There shall be a meeting of the corporate membership in each of the four (4) previously identified regions, in October of each year. Said meeting will be held each year before the end of November. At each annual Regional Advisory Committee meeting up to four (4) persons shall be elected for three-year terms. It is the intent of this provision to continue to provide for staggered three-year terms with a total up to thirteen (13) members for each Regional Advisory Committee. Those in attendance and who are entitled to vote shall elect eligible members to fill all vacant/new positions. All members shall be democratically elected as specified in the bylaws and the Board of Directors approved Regional Geographic Target Areas.

Once sworn-in as a Regional Advisory Committee, they shall immediately elect their officers and their representatives to the Board of Directors, in the month of October. All Regional Advisory Committee members elected to the Board of Directors shall be representatives of the low-income geographic target areas of said region. Regional Advisory Committee officers may be elected as a low-income community representative.

### PROCEDURE CLARIFICATION

All eligible Advisory Committee Members present may submit their name in nomination via the Nomination Committee or may be nominated from the floor to fill any vacant slot at the time of the election.

A vacancy slot thereafter in any Advisory Committee Membership and/or Advisory Committee officer's slot may be filled by election by a majority of the Advisory Committee members present at a duly held council meeting. The elected officer and/or member shall serve for the remainder of the term of the office and/or membership slot she/he replaces.

All Advisory Committee Members seeking consideration to represent the Advisory Committee on the Board must have been an Advisory Committee member for not less than two years.

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**Section 7** If requested by the Board of Directors, the Regional Advisory Committee shall recommend elected officials and local business/other representatives for consideration for appointment to the voting membership of the Board. The Board of Directors shall have the sole responsibility for making appointments of elected officials and local business/other representatives.

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**Section 8** All other designated subsidiaries and affiliates of ALPI shall fully comply with and adhere to these Bylaws as well as all applicable Policies and Procedures.

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## ATTACHMENTS

1. Attendance Report Form
2. Meeting Report Form
3. Authorization to Incur Travel Form
4. Travel Reimbursement Form

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