

Guide for Committee Chair

“I would like to call the Palm Beach County HIV CARE Council _____
(committee) _____ Committee meeting _____ (date)
_____ to order.”

“The roll call please.”

“Let’s have a moment of silence:

A moment of silence observed in respect to the memory of those individuals who have succumbed to AIDS and those who are living with the disease. Let us remember why we are here today. Let us have the strength to make the decisions that will improve the care of those we serve. Let us be thankful for what we have accomplished to date.”

“Are there any excused absences?” If there are then – “can I have a motion to accept the excused absence of _____?”

“Second?”

“Any discussion?”

“All those in favor?”

“All those opposed?”

“Motion carried.”

“Can I have a motion to approve the agenda for today _____ (date)
_____?”

“Second?”

“Any discussion?”

“All those in favor?”

“All those opposed?”

“Motion passed.”

“Can I have a motion to approve the minutes from _____ (date)
_____?”

“Second?”

“Any discussion?”

“All those in favor?”

“All those opposed?”

“Motion passed.”

“Under Old Business we have _____ (Whatever is on the agenda) _____”

“Under New Business we have (Whatever is on the agenda) ”

“Is there any Other Business”

“Are there any Announcements”

“Meeting adjourned”