

## **CoC Joint Funders' Council and Providers' Council Meeting Procedures**

**Action Required:** Will joint Funders' Council and Providers' Council meetings permit virtual meeting participation, or will virtual attendance be limited to listening-only?

### **Quorum:**

- Per the [CoC Charter](#), "A majority of 51% of the Pinellas Continuum of Care membership constitute a quorum at all meetings of the Pinellas Continuum of Care. No new business will be conducted unless a quorum is present." (page 6, paragraph 7 and page 15, paragraph 5) and "Quorum for all committees is 51 percent." (page 13, paragraph 1)
- Per the [Funders' Council Charter](#), "The quorum for each Funders' Council meeting is 51%. Every member is asked to RSVP to the bi-monthly meeting announcements for physical attendance, virtual attendance, or to request an excused absence." (page 5, paragraph 3)
- Per the [Providers' Council Charter](#), "A quorum shall consist of fifty percent plus one of the voting membership." (page 2, paragraph 6)

### **Zoom Option:**

- Per the [CoC Charter](#), "Committees may determine if they would like in person or Zoom for attendance and voting purposes." (page 13, paragraph 2 and page 15, paragraph 4)
- Per the [Funders' Council Charter](#), "Meetings may be attended virtually but a physical quorum must be in place for any action to be taken." (page 4, paragraph 10)
- Per the [Providers' Council Charter](#), "No proxy votes, electronic/e-mail or absentee votes will be accepted. If you require an accommodation please notify the Chair in advance of the meeting." (page 2, paragraph 7)

### **Meeting Agendas and Materials**

- Meeting agendas and materials are shared with CoC Funders' and Providers' Council members via [OnBoard platform](#) one-week prior to meetings. Agendas are posted on the [CoC's meeting calendar](#).

### **Time Keeping**

- Per [Robert's Rules of Order](#), each council member is permitted to speak twice during a discussion only after each member has an opportunity to speak once.
  - "...If you are the maker of a motion, you have a one-time right to preference in speaking about it...Everyone may speak twice on the same motion on the same day, someone who has not yet spoken...has preference over anyone who has already spoken...When the chair knows that persons seeking the floor have opposite opinions on the motion...try to alternate between speakers who favor and those who oppose a proposal that is being debated." (*Robert's Rules of Order Newly Revised in Brief*; pages 29 and 30; paragraphs 6, 1, and 2)
- During a debate, [Robert's Rules](#) defaults to a maximum of 10-minutes per speaker unless times are specified by the Board.
  - "You may speak in debate twice on any debatable motion on the same day. Each time, you may speak for up to ten minutes. These limits apply to any organization that has not adopted special rules setting other limits, as many do. You cannot 'save' time or transfer it to someone else." (*Robert's Rules of Order Newly Revised in Brief*; page 29; paragraphs 1 and 2)

### **Council Membership:**

- Per the [Providers' Council Charter](#), "In the event the organization/entity is both a funder and a provider – the organization is required to choose the Council that is the best fit for voting purposes. Except at the designated joint Providers & Funders Council meetings, the organizations representative may not cast a vote at both the Providers Council and the Funders Council as it gives the appearance of a conflict of interest." (page 2, paragraph 4)

[Robert's Rules of Order Cheat Sheet](#)