

# Procedures and Guidelines for the Area 15 PICPC Committee

(Revised July 2020)

## I. **Composition**

- A. All District PICPC Chairpersons in Area 15
- B. Committee officers consist of a Chairperson, Alternate Chairperson and Secretary-Treasurer. Officers are elected every two (2) years (even numbered years) from current or past District PICPC Chairs in Area 15.
- C. Third Legacy Procedure will be utilized. Newly elected officers are then approved by the South Florida Area Conference.

## II. **Functions**

- A. Assist and help each other in the creation and operation of effective PICPC committees for the purpose of Carrying the Message.

## III. **Meetings**

- A. The Committee meets four (4) times a year during each South Florida Area Quarterly Assembly or as needed.

## IV. **Reports**

- A. Districts
  1. Each District is to submit a report each Quarterly outlining their activities during the previous three (3) months. If time allows these reports are presented verbally in the Area 15 PICPC committee meeting.
  2. These reports are to be emailed to the Area 15 PICPC Secretary/Treasurer to be included in the minutes.
- B. Area
  1. The Chair will present the Area15 Committee report will be given orally at the Sunday morning Area business meeting held during each Quarterly/Assembly. The report will be emailed to Area 15 Secretary and become a part of the Area minutes.

## V. **Agenda**

- A. The Agenda for the meeting will be prepared by the Chairperson
  1. Suggestions for the Agenda content may be submitted to the Chairperson for consideration

## VI. **Attendance**

- A. Attendance will be kept for all meetings
- B. Two (2) consecutive unexcused absences by the Chairperson, Alternate Chairperson and/or Secretary-Treasurer will constitute a resignation from office.

## VII. **Area 15 PICPC Voting and Election Procedures**

- A. Voting participants
  1. Chairperson – (only in the case of a tie)
  2. Alternate Chairperson
  3. Secretary/Treasurer
  4. Current District PICPC Chairpersons

- B. Elections
  - 1. Will follow the Third Legacy procedure
  - 2. Prior to elections, job responsibilities and qualifications are to be read
- C. Special Elections for Officers
  - 1. Shall be had due to resignation, death, illness or termination at the next Quarterly Assembly.
  - 2. Upon notification of any of the above events, the Chairperson will call a special election to be held at the following Quarterly PI/CPC meeting. All current and past committee members will be eligible to stand for the vacant office(s)
  - 3. If needed, the Chairperson may appoint a temporary officer in the interim before the special election

**VIII. Minutes**

- A. The minutes of the committee meeting will be prepared by the Secretary and distributed to the District chairpersons not later than 45 days after the meeting

**IX. Communication**

- A. Open communication is encouraged between committee officers and committee members
- B. Chairperson will ensure that all relevant correspondence affecting this committee from GSO, Area Delegate, etc. will be distributed to the Districts on a timely basis

**X. Expenses**

- A. Area officers will be reimbursed for all expenses incurred in the course of committee business. These expenses may include but not be limited to: printing, copying, etc.
- B. Treasurer's report will be presented by the Secretary/Treasurer each Area Quarterly committee business meeting regarding expenses and balance of funds

**XI. Committee Literature Racks (2) & Miscellaneous Supplies**

- A. The Area 15 Banner and literature racks will be brought to the Saturday PICPC meeting so the attendees can see what is available. The common area literature display will be located at the discretion of the host committee.
- B. This is the responsibility of Alternate Chair.

**XII. Parliamentary Procedure**

- A. The Area 15 PI/CPC Committee will follow the example of the Area 15 Business Meeting requiring a two-thirds majority on any written motion
  - 1. Motions will be accepted from any voting member of the Area 15 PI/CPC Committee. It is suggested that motions be submitted 45 days prior to quarterly PI/CPC meetings for inclusion on the agenda; all motions must be presented in writing, with contact information provided
  - 2. The motion will be approved and seconded
  - 3. A full discussion of the motion will follow, with an explanation by the motion-maker of the reasons for making the motion
  - 4. A vote will be taken of the committee voting participants
  - 5. A minority opinion will be requested, if the vote is not unanimous
- B. Only voting participants from the Area 15 PI/CPC Committee may submit a motion for consideration

# Job Descriptions for Area 15 PICPC Officers

(Revised July 2020)

## **PICPC Chairperson: (Area 15 pays for one nights lodging at host hotel)**

1. Attend and preside over all Quarterly Assembly PICPC meetings.
2. Work as a team with Alternate Chair and Secretary/Treasurer.
3. Prepare the agenda for the above meetings.
4. Ensure that all District Committees have the best help available by creating an atmosphere within the Area PI/CPC Committee that fosters/encourages the formation and the operation of functional and effective District Committees. This can be accomplished, but not limited, through:
  - a. Workshops during the Saturday Quarterly Area Committee meetings.
  - b. Workshops within the Districts, with the help of Area Outreach Subcommittee.
  - c. Communication/information received from GSO, PI and CPC Desks furnishing helpful ideas and suggestions.
  - d. Interaction among the separate Districts throughout the year, exchanging ideas and information with each other
5. Prepare the PICPC committee's report to be read at the Sunday Morning Area business meeting and emailed to the Area Secretary in a timely fashion. Area 15 Chair may suggest report not to be read due to time constraints.
6. Work with Secretary on the Quarterly Assembly minutes.

## **PICPC Alternate Chairperson:**

1. Attend all Quarterly Assembly PICPC meetings.
2. Work as a team with Chair and Secretary/Treasurer.
3. Coordinate with Quarterly Assembly Host PICPC committee on display table in common area.
4. Bring the Area 15 Banner and literature racks to the Saturday PICPC meeting so the attendees can see what is available.
5. Assist the Chair in the performance of his/her duties.
6. In the Chair's absence perform above duties.

## **PICPC Secretary/Treasurer: (Area 15 pays for one nights lodging at host hotel)**

1. Attend all Quarterly Assembly PICPC meetings.
2. Work as a team with Chair and Alternate Chairperson.
3. Take notes of the meetings.
4. Transcribe above notes, including District Reports and distribute the minutes of the meeting to each District Chair no later than 45 days after the meeting.
5. Assist the Chairperson in preparing the Area report for presentation at the Sunday morning Area business meeting.
6. Attend the Quarterly Assembly Sunday morning business meeting, present the Treasurer report and ensure that it is emailed to the Area Recording Secretary within 9 days after the meeting.

Note: These procedures/guidelines, after approval by the committee, may be changed/amended by the committee as needed.