Procedures and Guidelines for the PI/CPC Committee
South Florida Area 15
(Revised and Approved on 1/08/2011)

I- Composition
   A) All District PI/CPC Chairpersons.
   Committee officers consist of a Chairperson, Alternate Chairperson, and Secretary-Treasurer. Officers are elected every two (2) years (even numbered years) from current or rotating out District Chairpersons and Past District Chairpersons using the Third Legacy Procedure. 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, PI/CPC committees

III- Meetings
   A) The Committee meets four (4) times a year during each South Florida Area Quarterly/Assembly

IV- Reports
   A) Districts
      1- Each District is to submit a report each Quarterly outlining their activities during the previous three (3) months
      2- These reports are to be typed/printed on one page, 8 x 11, and depending upon the Area Committee Agenda, will be presented to the Committee either verbally or merely turned into the Secretary and become a part of the minutes
   B) Area
      1- Committee report will be given orally at the Sunday morning Area business meeting held during each Quarterly/Assembly. The typed report will be turned into the Area Recording 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 Area officers) will constitute a resignation from office.

VII- Area 15 PI/CPC Voting and Elections Procedures
   A) Voting Participants
      1- Chairperson – in the case of a tie
      2- Alternate Chairperson
      3- Secretary/Treasurer
      4- District PI/CPC Chairpersons
      5- District PI and CPC Chairpersons (if separate)
      6- Alternate District PI and CPC Chairpersons in their stead
      7- * Remote Communities carry one vote and one vote only, from their selected representative (provided that representative is a District Chair, DCM/ACM or a GSR/Alt. GSR) in absence of their elected PI/CPC Chair.

      Motion passed on January 8th, 2011 to be all inclusive to Remote Communities who can only fund one representative at each assembly.

   B) Elections
      1- To 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
      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- Membership Database
   A) A database of the membership of the committee will be maintained and distributed by the secretary.

X- 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

XI- 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:
      1- Supplies (paper, copies, etc.)
      2- Telephone
   B) Treasurer's report will be presented by the Secretary/Treasurer each Area Quarterly committee business meeting regarding expenses and balance of funds

XII- Committee Literature Racks (2) & Miscellaneous Supplies
   A) The literature racks will be brought to the Saturday PI/CPC meeting and the pamphlets will be available to any of the meeting attendees. Before and after the Saturday meeting, the literature racks can be displayed at the discretion of the host PI/CPC committee

XIII- 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

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

PI/CPC Chairperson:
1- Attend all Quarterly/Assembly PI/CPC meetings.
2- Preside over all meetings in #1 above.
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 Committee Officers (where needed).
   C) Communication/information received from GSO/PI/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 (with the help of the secretary), the PI/CPC committees report and read it at the Sunday Morning Area business meeting
6- Communicate, throughout the year, with the respective District Committees on anything that is pertinent to the Area PI/CPC Committee or that can help them improve the performance of their committees

PI/CPC Alternate Chairperson:
1- Attend all Quarterly/Assembly PI/CPC meetings
2- Assist the Chairperson in the performance of his/her duties.
3- Preside over the Area Committee meeting at the request or in the absence of the chairperson.
4- Represent the Chairperson, in his/her absence, at functions requiring the Area PI/CPC presence
5- Prepare, and read, the Area PI/CPC Committee Report at the Quarterly Sunday morning business meeting in the absence of the Chairperson
6- Responsible for purchasing literature and restocking the Area 15 literature racks and giving the invoice to the Area PI/CPC Secretary/Treasurer for reimbursement

PI/CPC Secretary/Treasurer:
1- Attend Quarterly Saturday PI/CPC meetings.
   A) Take notes of the meetings
   B) 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
   C) Assist the Chairperson in preparing the Area report for presentation at the Sunday morning Area business meeting
   D) Present the Treasurer's Report to the business meeting
2- Attend the Quarterly Sunday morning business meeting and ensure that Committee's report is received by the Area Recording Secretary no later than 30 days after the meeting
3- During the year:
   A) Assist the Area PI/CPC Chairperson and Alternate Chair with Committee communications to District Chairpersons and other Area officers and Delegate
   B) Assist Area Chairperson and Alternate Chair with feedback, ideas, etc.
      Re: communications technology techniques, better/more effective times ways to communicate
   C) Assist Area PI/CPC Chairperson and Alternate Chair by helping to recommend ideas, etc. that help to build more effective District committees
   D) Maintain and distributes Committee membership database