

Austin Area Comprehensive HIV Planning Council

Policy 3: Annual Required Member Training

Policy:

Members of the Austin Area Comprehensive HIV Planning Council shall complete training on the Texas Open Meetings Act and Texas Public Information Act on an annual basis.

Procedure:

Each member of the Austin Area Comprehensive HIV Planning Council (council member) will complete the Texas Open Meetings Act and Public Information Act training once a year. Upon completion, the council member must submit the certificate of completion to the Office of Coordination and Planning. The Council Secretary, in conjunction with the Office of Coordination and Planning, will ensure that each council member has met the training requirements each year. Council members who are out of compliance will be notified they are out of compliance and given 30 days to complete the required trainings. If after 30 days the council member has not completed the training, they will be recommended for removal from the Council.

Texas Open Meetings Act training is available at

<https://www.oag.state.tx.us/media/videos/play.php?image=2005openmeetings&id=149>

Texas Public Information Act training is available at

<https://www.oag.state.tx.us/media/videos/play.php?image=2005openrecords&id=150>

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