

## How the Full Group Meetings Work

All members receive a meeting reminder in the mail and/or email several days before a meeting. Occasionally, a reminder does not arrive in time, so be sure to call the Central AZ HIV Prevention Advocates office (602-506-6009) if you are unsure of a meeting date or location.

An agenda is sent out ahead of time listing the items that will be covered in the meeting.

At the beginning of each meeting, a Time Monitor and Process Monitor are announced. Members wishing to act as the Time or Process Monitor can contact Central AZ HIV Prevention Advocates staff prior to the meeting. If no members have volunteered before the meeting, monitors will be chosen from attending members at the meeting. The Time Monitor keeps track of the amount of time spent on any issue and tells the group when an activity has gone beyond the allotted time. The Process Monitor ensures that activities are on target. When a new issue arises that is not on target, it is listed on the "Parking Lot" flip chart and discussed at a later time.

A light meal is served at the full group meetings.

All people who attend meetings are welcome to comment and participate fully. Final decisions are made by eligible decision making members ONLY. To be eligible to vote, you must have completed a membership application AND you must have attended the most recent two full group meetings (see "Central AZ HIV Prevention Advocates Membership").

Final decisions are made by CONSENSUS. This means that all members agree to support the decision.