

Southeast Regional Family Youth System Partner Round Table

Policies and Procedures

1. Meeting frequency, voting and considerations for quorums

Southeast regional FYSPRT meets monthly, usually on the 2nd Thursday of the month
Southeast regional FYSPRT voting members may only vote. Quorum is determined on how many voting members are in voting attendance

2. Attendance and representativeness

Southeast regional FYSPRT meetings are open to the public. Attendees may be a mix of system partners, families and youth with experience or involvement in behavioral youth serving systems

3. Meeting rules and norms

Southeast regional FYSPRT ground rules for group discussion:

- 1) All FYSPRT attendees should have a chance to speak, express their own ideas and feelings freely, and pursue and finish out their thoughts
- 2) Everyone has equal opportunity to share his or her voice and view
- 3) A variety of points of view are to be put forward and discussed during meetings
- 4) All attendees should work to remain open-minded
- 5) Stay true to the FYSPRT goals
- 6) Participants can interpret topics openly and honestly
- 7) All respectful feedback is welcomed
- 8) All ideas are good ideas

5. Membership Requirement Compliance

FYSPRT Attendance Policy: In order to make official decisions at a Southeast regional FYSPRT, a certain percentage of FYSPRT voting members must be present. It is vital that FYSPRT voting members attend meetings. FYSPRT voting members may miss up to two meetings in a 12-month period. If more than two meetings are missed then the convener will contact voting members before exiting them from membership. Exited voting members are still welcome at the FYSPRT as a non-voting member. The sole purpose of this policy is to allow the FYSPRT to make progress each month, which cannot happen if membership attendance is poor.

6. Committee Structure

Tri-leads consist of up to two youth, two family and two system partners as well as the convener (coordinator). Southeast regional FYSPRT voting members, members and anyone who wants to attend.

7. Quality Assurance Processes (data review, collection, reporting, and use)

Evaluations completed after every southeast regional FYSPRT meeting. Evaluations are compiled by the convener and shared with the Tri-leads. Every six months tri-leads and convener will evaluate Southeast regional FSYPRT tri-leads. Southeast regional FYSPRT completes annual needs assessment. Southeast regional FYSPRT reports quarterly reports to DBHR.

8. Travel and other meeting support

Southeast regional provides travel reimbursement. Also, will provide child-care reimbursement. Possible stipend for tri leads. Honorarium for youth and families whom attend the southeast regional FYSPRT meetings.