

**HIV Health Services Planning Council
Sacramento TGA**

Policy and Procedure Manual

Section 13 - Miscellaneous

SECTION	SECTION / POLICY TITLE	CURRENT VERSION
13	FORMS	
	Roberts Rules of Order Motion List Frequently Used Acronyms	2/28/18

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HIV Health Services Planning Council
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Making a Motion

MOTION	WHAT TO SAY	SECOND?	DEBATE?	AMEND?	VOTE
Adjourn	“I move that we adjourn”	Yes	No	No	Majority
Adjourn at a future time	“I move to adjourn at [time].” I move that we adjourn to reconvene at [time].”	Yes	No	No	Majority
Adopt a report	“I move that the report be adopted”	Yes	No	No	Majority
Amend a motion on the floor	“I move to amend by adding...” “I move to amend by striking out...”	Yes	Yes	Yes	Majority
Avoid debating an improper motion	“I object to consideration of this motion.”	No	No	No	Two-thirds
Complain about heat, noise, etc.	“I rise to a question of privilege.”	No	No	No	No vote
End Debate	“I move the previous question.”	Yes	No	No	Two-thirds
Give closer study	“I move to refer the matter to committee.”	Yes	Yes	Yes	Majority
Intermission	“I move that we recess for ...”	Yes	No	Yes	Majority
Introduce	“I move that ... business.”	Yes	Yes	Yes	Majority
Postpone Discussion	“I move to postpone discussion until...”	Yes	Yes	Yes	Majority
Protest a breach of rules or conduct	“I rise to a point of order.”	No	No	No	No Vote
Reconsider an action	“I move to reconsider the vote on ...”	Yes	If debatable	No	Majority
Request information	“Point of information.”	No	No	No	No vote
Suspend an issue	“I move to table the motion.”	Yes	No	No	Majority
Suspend the rules	“I move to suspend the rules so that...”	Yes	No	No	Two-thirds
Take up a tabled matter	“I move to take from the table...”	Yes	No	No	Majority
Verify a vote by having members rise	“I call for a division.”	No	No	No	No vote
Vote on Chair’s ruling	“I appeal from the decision.”	Yes	Yes	Yes	Majority
Return to/Follow agenda	“A call for orders of the day.”	No	No	Yes	Two-thirds
Disrupting/Discourteous member treatment	“I rise to a point of personal privilege.”	No	No	No	No vote

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Frequently Used Acronyms/Abbreviations

Sacramento Specific	
Acronym	Meaning
ACC	Affected Communities Committee
AdAC	Administrative Assessment Committee
BOS	Board of Supervisors
EXEC	Executive Committee
GOV	Governance Committee
HHSPC	HIV Health Services Planning Council
HRS	Harm Reduction Services
NAC	Needs Assessment Committee
PAC	Priorities and Allocations Committee
PHAB	Public Health Advisory Board
QAC	Quality Advisory Committee
SHARE	Sacramento TGA Ryan White Client Database
SFAF	Sierra Foothills AIDS Foundation
UCD or UCDCM	University of California Davis Medical Center
WSH	Wellspace Health
Nationally Used	
ADAP	AIDS Drug Assistance Program
AETC	AIDS Education and Testing Center
CARE Act	Comprehensive AIDS Resources Emergency Act
CBO	Community Based Organization
CDC	Centers for Disease Control and Prevention
CEO	Chief Elected Official
CQI	Continuous Quality Improvement
EIHA	Early Identification of Individuals with HIV/AIDS
EIP	Early Intervention Program

Nationally Used Acronyms Continued:	
EMA	Eligible Metropolitan Area
FAA	Fiscal Administrative Agent
HAB	HIV/AIDS Bureau (HRSA Department)
HOPWA	Housing Opportunities for People With AIDS
HRSA	Health Resources and Services Administration
IDU	Intravenous Drug User
MAI	Minority AIDS Initiative
MSM	Men who have Sex with Men
OI	Opportunistic Infection
PEP	HIV Post-Exposure Prophylaxis
PLWH/A	People Living With HIV/AIDS
PrEP	Pre-Exposure Prophylaxis
QM	Quality Management
RDR	Ryan White Data Report
RSR	Ryan White Services Report
RW	Ryan White (CARE Act)
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
TA	Treatment Adherence
TGA	Transitional Grant Area
Part A	Ryan White CARE Act; Part A Funding Source
Part B	Ryan White CARE Act; Part B Funding
Part C	Ryan White CARE Act; Part C Funding
Part D	Ryan White CARE Act; Part D Funding