



MEETING AGENDA

COMMITTEE: ad-Hoc Nominating Committee

Date/Time: Thursday, October 5, 2017, 3:00 p.m.

Location: Governmental Center Room A-335

Chair: Lorenzo Robertson

1. **CALL TO ORDER:** Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment
2. **APPROVALS:** 10/5/17 Agenda
3. **MEETING ACTIVITIES/NEW BUSINESS**

Tasks for Meeting	Action to be taken, presentation, discussion, brainstorm etc.
Nominating Procedure (Handout A)	ACTION ITEM: Review the ad-Hoc Nominating Procedures and make any necessary updates. Determine who will be responsible for the presenting the slate of candidates to the HIVPC and serving as facilitator for verbal Q&A.
Elections Timeline (Handout B)	ACTION ITEM: Review the timeline of activities and make any necessary changes.
Nominee Questionnaire (Handout C)	ACTION ITEM: Review the 2017 Nominee Questionnaire. Update the questionnaire.

4. **GRANTEE REPORT**
5. **PUBLIC COMMENT**
6. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date:** January 4, 2017 **Venue:** TBD

Tasks for next Meeting	Action to be taken, presentation, discussion, brainstorm etc.
Review Election Process and Logistics	ACTION ITEM: Discuss election process and logistics. Determine if an electronic or paper ballot will be used, and who will read the votes into the record.
Prepare Slate of Officers	ACTION ITEM: Review returned 2017 Nominee Questionnaires to prepare a slate of officers.

7. **ANNOUNCEMENTS**
8. **ADJOURNMENT**

PLEASE COMPLETE YOUR MEETING EVALUATIONS

THREE GUIDING IDEAS OF THE BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL

- Linkage to Care • Viral Load Suppression • Retention in Care •

VISION: To ensure the delivery of high quality comprehensive HIV/AIDS services to low income and uninsured Broward County residents living with HIV, by providing a targeted, coordinated, cost-effective, sustainable, and client-centered system of care

MISSION: We direct and coordinate an effective response to the HIV epidemic in Broward County to ensure high quality, comprehensive care that positively impacts the health of individuals at all stages of illness. In so doing, we: Foster the substantive involvement of the HIV affected communities in assuring consumer satisfaction, identifying priority needs, and planning a responsive system of care
Support local control of planning and service delivery, and build partnerships among service providers, community organizations, and federal, state, and municipal governments
Monitor and report progress within the HIV continuum of care to ensure fiscal responsibility and increase community support and commitment



NOMINATING PROCEDURE



FOR REGULAR ELECTIONS

The Planning Council Chair will appoint a Nominating Committee composed of not less than five (5) Council members. At least one member shall be an unaffiliated person living with HIV/AIDS.

At the October HIVPC meeting (prior to the January election), Council Members will be given a form to express their interest in running for Chair or Vice Chair along with a form questionnaire containing a set of questions about why they want to be an officer and their past leadership experience. The deadline for submitting responses will be 5 weeks.

At the beginning of the next Planning Council meeting, the slate of all members that have indicated interest in running for office will be presented and a verbal call for nominations from the floor will take place. Those candidates nominated from the floor will be provided an opportunity to answer the questions on the questionnaire form. The presentation should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses. The deadline for submitting responses will be 2 weeks from the verbal call for nominations.

NOMINATIONS WILL THEN BE CLOSED.

The Nominating Committee will meet following Planning Council to review the nominations received to date and prepare a slate of all candidates. Candidate questionnaire forms will be included in the January Planning Council mailing.

At the beginning of the following Planning Council meeting, ballots will be distributed to members present. The ballots will include the candidates' names for Chair and Vice Chair. Planning Council members will receive a ballot with their name pre-printed for record-keeping purposes.

Election of Officers per Article V Section 2 shall utilize a majority vote double election system (primary election and a secondary run-off election). The double election system is a primary election where you vote for your first choice and then, when your first choice candidate is eliminated in the primary, you go to the voting booth at the final election and vote your second choice.

Before the close of the January meeting, the Chair of the Nominating Committee will announce the new officers and read each vote into the record. Terms of office are effective at the first meeting in March.

FOR SPECIAL ELECTIONS

In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined above. Dates may vary based on the timing of the resignation.

**By-Laws of the
Broward County HIV Health Services Planning Council**

Adopted, January 1992

as Amended April 1995, April 1996, November 1996, June 1998, March 1999, May 1999, February 2000, January 2002, September 2004, April 2006, January 2010, January 2012, May 2013, December 2013, May 2014, July 2014, March 2015, July 2015, August 2015, December 2015, April 2017, August 2017

ARTICLE V

OFFICERS

SECTION 1: The officers of the Council shall be members of the Council and shall be a Chair and a Vice Chair.

SECTION 2: ELECTIONS

- A. Election of Officers shall utilize a majority vote double election system (primary election and a secondary run-off election). Officers shall be elected by the majority vote of those members or alternates serving as members of the Council present and voting at the meeting during which election is held.
- B. Regular Biannual Elections. Regular biannual elections will take place every two years. The ad-Hoc Nominating Committee shall present a slate of candidates for consideration as described in the ad-Hoc Nominating Procedure. The Officers shall take office on March 1 or at the first meeting of the calendar year later than March 1. All Officers shall serve a two-year term and shall remain in office until a successor selected. No officers shall serve more than two consecutive terms in one office.
- C. Special Elections. Special Elections will take place as needed. In the event of the resignation or other reason for vacating the Chair or Vice Chair positions, a special election will be held following the procedures outlined in Nominating Procedure (Article VIII, Section 3, Part A). Until the election is held, the Council will adhere to the line of succession outlined in Article VI, Section 8. Individuals elected by virtue of special election will not be considered to have served a full term, and this service will not impact the individual's ability to run for two additional terms.

DRAFT**2017-2018 AD-HOC NOMINATING COMMITTEE TIMELINE**

Activity	Proposed Date
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	October 5, 2017
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running. Candidates have approximately one month to submit the questionnaire to HIVPC staff.	October 26, 2017
Deadline to return completed questionnaire to HIVPC staff.	November 30, 2017
HIVPC meeting. Present slate of candidates and ask for verbal call of nominations. Q&A session for all candidates. Candidates nominated from the floor have two weeks to submit questionnaire to HIVPC staff.	December 7, 2017
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	December 21, 2017
Nominations closed.	December 21, 2017
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	January 4, 2018
HIVPC meeting. Candidates presented and voting takes place. Votes read into record.	January 25, 2018
Start of new HIVPC Chair and Vice Chair terms 2018-2020	March 22, 2018

NOMINEE QUESTIONNAIRE

*Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, November 30, 2017.*

Candidate Name	
Office Sought (Check ONE)	☐ CHAIR ☐ VICE CHAIR
Affiliation	<i>Please state your affiliation as an employee, consultant or board member with Ryan White Part A, if any.</i>

A separate application is required for each office.

Please answer each question as concisely as possible, using the space provided.

LEADERSHIP

Please describe your leadership style and how you might engage Council members and facilitate the meeting process.

MEMBERSHIP

How will you go about ensuring Council membership is compliant and reflective of the demographics of the HIV/AIDS epidemic in Broward County?

RELATIONSHIPS, COMMUNITY & OUTREACH

What will your strategies be to improve the relationship between the Council and the Broward County HIV/AIDS Community?

HEALTH DISPARITY

What initiatives should the Planning Council focus on to eliminate health disparities and improve access to services?

Candidate Name	
Office Sought (Check ONE)	☐ CHAIR ☐ VICE CHAIR <i>A separate application is required for each office.</i>

Please answer each question as concisely as possible, using the space provided.

CONFLICT OF INTEREST

If elected, how will you avoid conflict of interest, real or perceived, while exercising your duties of office and that of your personal and professional life?

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ADVOCACY

What current unaddressed issues impacting the HIV/AIDS-community would you like the Council to address?

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OUTLOOK

How will you help the HIVPC achieve the goals of the Broward County Integrated HIV Prevention and Care Plan, CY2017-2021?

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