



**Committee Meeting Agenda: Executive Committee**  
**Date/Time: Thursday, January 18, 2018, 11:30 a.m.**  
**Location: Government Center Annex Room A-337**  
**Chair: Barnes, B. Vice Chair: Lopes, R.**

1. **CALL TO ORDER:** *Welcome, Ground Rules, Sunshine, Introductions, Moment of Silence, & Public Comment*
2. **APPROVALS:** 1/18/18 Executive Committee Agenda and 11/16/17 Meeting Minutes
3. **STANDARD COMMITTEE ITEMS**
  - a) Review and Approve 1/25/18 HIVPC Agenda, Meeting Materials and Motions (Handout A)
  - b) February 2018 HIVPC Calendars (Handout B)

4. **UNFINISHED BUSINESS**

5. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Agenda Items</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
<b>2018 HIVPC Leadership Elections (Handout C-D)</b>	ACTION ITEM: Review procedures for HIVPC Leadership Elections during January HIVPC meeting
<b>Integrated Workgroup Update</b>	ACTION ITEM: Receive update on status of IW
<b>Committee Work Plans</b>	ACTION ITEMS: Discuss development of upcoming 2018-2019 FY Work Plans

6. **GRANTEE REPORTS**

7. **PUBLIC COMMENT**

8. **AGENDA ITEMS / TASKS FOR NEXT MEETING:** February 15, 2018 **VENUE:** Government Center A-337

<i>Agenda Items for next Meeting</i>	<i>Action to be taken, presentation, discussion, etc.</i>
<b>FY17 Executive Committee Evaluations</b>	ACTION ITEM: Discuss progress toward FY17 Committee goals, complete Committee evaluation, and determine goals for FY18

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**  
**THREE GUIDING PRINCIPLES OF THE HIV PLANNING COUNCIL**

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

**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



**BROWARD COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
 MEETING AGENDA**

Thursday, January 25, 2018, 9:30 a.m.  
 GC-430

**Chair:** Brad Barnes **Vice Chair:** Requel Lopes

*Reminder: Meeting Attendance Confirmation Required at least 48 Hours Prior to Meeting Date*

- 1. CALL TO ORDER** (10 minutes)
- 2. WELCOME AND PUBLIC RECORD REQUIREMENTS**
  - a. Review Meeting Ground Rules, Public Comment and Public Record Requirements
  - b. Council Member and Guest Introductions
  - c. Moment of Silence
  - d. Excused Absences and Appointment of Alternates
  - e. Approval of 1/25/18 Meeting Agenda
  - f. Approval of 12/7/17 Meeting Minutes
- 3. PHONE INTRODUCTIONS**
- 4. FEDERAL LEGISLATIVE REPORT** (Kareem Murphy) (Handout A) (5-10 minutes)
- 5. NEW BUSINESS**
  - a. HIVPC Chair and Vice Chair Nominee Speeches (Handout B): Receive 5 minute presentations from Chair and Vice Chair candidates, with 2 additional minutes per candidate to receive and answer member's questions.
  - b. HIVPC Leadership Elections: Vote for HIVPC Chair and Vice Chair.

**6. CONSENT ITEMS**

#	MOTION	JUSTIFICATION	PROPOSED BY
1.			

**7. DISCUSSION ITEMS**

#	SERVICE CATEGORY	Recommended TO	Recommended FROM	PROPOSED BY
1	Ambulatory (5)			Priority Setting & Resource Allocation Committee
2	MAI Ambulatory (1)			
3	Pharmaceuticals (3)			
4	Oral Health Care-Routine (5)			
5	Oral Health Care- Specialty (1)			
6	Case Management (7)			
7	Medical Case (Disease) Management (5)			
8	MAI Medical Case (Disease) Management (1)			
9	Mental Health (4)			
10	MAI Mental Health (1)			
11	Substance Abuse (1)			
12	MAI Substance Abuse (1)			
13	Food Bank (1)			
14	Food Voucher (1)			
15	Centralized Intake and Eligibility Determination (1)			
16	MAI CIED (1)			
17	HICP (1)			
18	Legal Assistance (1)			
19	EFA (1)			
20	BISS (1)			
	<b>Total Part A Funds</b>			
	<b>Total MAI Funds</b>			
	<b>Total Funds</b>			

**8. DECEMBER AND JANUARY COMMITTEE REPORTS (15 minutes)**

**A. INTEGRATED WORKGROUP**

**HANDOUT A**

**December 12, 2017**

*Chair: T. Pietrogallo, V. Chair: T. Williams*

<b>A. Work plan item update / Status Summary:</b>
<p><u>Workgroup Leadership</u> – The group discussed the responsibilities of being chair and vice chair of this workgroup. The group nominated Tom Pietrogallo for chair and Tatiana Braxton for vice chair. These individuals will be responsible for facilitating the meeting, for setting the monthly agendas, and to move the group forward on presented action items.</p> <p><u>Member Commitment Letters</u> – The group agreed that each workgroup member has a responsibility of attending the meetings and if they are unable to their identified alternate should be in attendance. Present members signed the agreement.</p> <p><u>Additional Discussion</u> – The group discussed the purpose of the workgroup and part of the responsibilities is to look at the activities that have not met the target. Another member mentioned that we should use the objectives of the workgroup (monitor, support, and provide feedback) as guidance in what are the primary responsibilities of this group. The workgroup will review targets and address what have been done and provide feedback on the activities that may not be working to ensure we are meeting objectives. A community plan will need to be developed to identify strategies on how this information will be communicated back to community. The group agreed this should be a standing item in the agenda as this is one of the proposed activities in Goal 4.</p>
<b>B. Rationale for Recommendations:</b>
None.
<b>C. Data Reports / Data Review Updates:</b>
None.
<b>D. Data Requests:</b>
2016 Part 10 Epidemiology slides; HIV testing for transgender individuals
<b>E. Other Business Items:</b>
Agenda Items for Next Meeting: Review of Integrated Plan Year 1 Activities Next Meeting Date: January 30, 2018 9:00 a.m. Venue: Government Center GC-430

**B. COMMUNITY EMPOWERMENT COMMITTEE (CEC)**

**No January Meeting**

*Chair: L. Robertson, V. Chair: P. Fleurinord*

**B. MEMBERSHIP/COUNCIL DEVELOPMENT COMMITTEE (MCDC)**

**No January Meeting**

*Chair: Vacant, V. Chair: V. Foster*

**C. AD-HOC NOMINATING COMMITTEE**

**January 4, 2018**

*Chair: L. Robertson*

<b>A. Work plan item update / Status Summary:</b>
<p><u>Nominating Procedure</u> – The group reviewed the nominating procedures that were developed and approved at the last meeting in October. They also reviewed Robert’s Rules regarding elections, and discussed potential issues that might arise during the meeting. Staff have all necessary documents on hand, and will provide the HIVPC and Nominating Chairs all materials and rules relevant to the election should they need to reference them during the meeting. During the elections members must maintain quorum, need a motion and vote to reopen the voting should a member arrive late, and must address any questions or irregularities in a timely manner (during that meeting).</p> <p><u>Slate of Candidates and Questionnaires:</u> – The members reviewed the official slate of candidates and their submitted Candidate Questionnaires. Staff noted that a Vice Chair nominee had later decided not to run, and there are now only 2 Vice Chair candidates. The completed questionnaires will be sent to members in the meeting notice and reminders, as well as included in the HIVPC meeting packets. During the HIVPC meeting each candidate will be given 5 minutes to discuss their qualifications, and then 2 minutes for questions and response relevant to their speech/questionnaire. The group stressed the need for the Chairs to maintain order and be mindful of timing during the</p>

question and answer sections, as there is limited time per candidate and the questions should be direct and relevant.

**Ballot and Elections Logistics** – The committee members reviewed the proposed ballot and elections logistics. PC Staff will distribute the ballots to each member, and log its return. After all ballots have been collected, the PC Manager and Nominating Chair will go to another room to count the ballots and log the results. If the Vice Chair election requires a run-off, Staff will be prepared with additional ballots. The HIVPC members will continue with the meeting agenda, including “Sweeps” until the Nominating Chair returns with the election results.

<b>B. Rationale for Recommendations:</b>
None.
<b>C. Data Reports / Data Review Updates:</b>
None.
<b>D. Data Requests:</b>
None.

- D. QUALITY MANAGEMENT COMMITTEE (QMC)**  
No January Meeting *Chair: D. Shamer*
  
  - E. PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE (PSRA)**  
January 18, 2018 *Chair: W. Spencer, V. Chair: R. Siclari*
  
  - F. EXECUTIVE COMMITTEE**  
January 18, 2018 *Chair: B. Barnes, V. Chair: R. Lopes*
  
  - G. SYSTEM OF CARE COMMITTEE (SOC)**  
No January Meeting *Chair: M. Hayes V. Chair: C. Edwards*
- \*\* For detailed discussion on any of the above items, please refer to the meeting minutes. \*\*

**9. 2018-2020 HIVPC CHAIR/ VICE CHAIR ELECTION RESULTS**

**10. GRANTEE REPORTS (20 minutes)**

- a. Part A
- b. Part B
- c. Part C
- d. Part D
- e. Part F
- f. HOPWA
- g. Prevention

**11. UNFINISHED BUSINESS**

**12. PUBLIC COMMENT (Up to 10 minutes)**

**13. ANNOUNCEMENTS**

**14. REQUEST FOR DATA**

**15. AGENDA ITEMS FOR NEXT MEETING:** February 22, 9:30 a.m. **LOCATION:** TBD

<i>Tasks for next Meeting</i>	<i>Responsible Party</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>

**16. ADJOURNMENT**

**PLEASE COMPLETE YOUR MEETING EVALUATIONS**  
**THREE GUIDING PRINCIPLES OF THE BROWARD COUNTY**  
**HIV HEALTH SERVICES PLANNING COUNCIL**  
 • Linkage to Care • Retention in Care • Viral Load Suppression •

# February 2018

## Broward County HIV Health Services Planning Council Calendar

HANDOUT B

*Last Updated: 1/3/2018*

Meeting dates & times are subject to change. Unless otherwise noted, meetings are held at: Governmental Center Annex, Ryan White Part A Program Office, 115 S. Andrews Ave.; Ft. Lauderdale, 33301. Please contact support staff at 954-561-9681 ext. 1343 or visit <http://www.brhpc.org> for updates.

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
				<b>SFAN</b> 10:00 a.m., ~
5	6	7	8	9
	<b>Community Empowerment Committee Meeting</b> 3:00 p.m., A-337^		<b>Membership/Council Development Committee</b> 9:30 a.m., A-337^ <b>HIVPC Coordination</b> 11:30 a.m., A-337^	
12	13	14	15	16
			<b>Priority Setting &amp; Resource Allocation Committee Meeting</b> 9:00 a.m., A-337^ <b>Executive Committee Meeting</b> 11:30 a.m., A-337^	
19	20	21	22	23
<b>President's Day BRHPC Closed</b>			<b>HIV Planning Council Meeting</b> 9:30 a.m., GC-430^	
27	28			

^Governmental Center — 115 S Andrews Ave, Ft. Lauderdale, 33301  
 ~Dorothy Mangurian Comp. Center—1000 NE 56th St, Ft. Lauderdale, 33334

Meetings in **Red** are cancelled.  
 Meetings in **Blue** are for the HIV Planning Council Committees & QI Networks.  
 Meetings in **Black** are not associated with the HIV Planning Council.

# February 2018

## Broward County HIV Health Services Planning Council Calendar

HANDOUT B

*Last Updated: 1/3/2018*

Dates and times are subject to change. Visit <http://www.brhpc.org/programs/hiv-planning-council/> for updates. For questions about the HIV Planning Council & Committees, please contact Adam Bente at 954-561-9681 ext. 1250. For questions about the QI Networks, please contact Brithney Johnson at 954-644-2774.

<b>TODOS ESTAN BIENVENIDOS!</b>	<b>ALL ARE WELCOME!</b>	<b>BON VINI!</b>
<p>A menos que se anote de forma diferente en el calendario, todas las reuniones se realizarán en:</p> <p style="text-align: center;">Governmental Center 115 S. Andrews Ave. Ft. Lauderdale, FL 33301</p> <p>(Acceso de Downtown Bus Terminal y Tri-Rail/Broward County Transit)</p> <p>Para confirmar información acerca de la reunión de Consejo de Planeación VIH, o confirmar la reserva de servicios especiales tales como: Traducción Inglés a Español o a Criollo (Haitiano), servicios para discapacitados en visión o audición, por favor llame con 48 horas de antelación para que puedan hacerse los arreglos necesarios.</p>	<p>Unless otherwise noted on the calendar, all meetings are held at:</p> <p style="text-align: center;">Governmental Center 115 S. Andrews Ave. Ft. Lauderdale, FL 33301</p> <p>(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)</p> <p>To confirm HIV Planning Council meeting information, or reserve special needs services such as: Translation from English to Spanish or Creole; or, are hearing or visually impaired, please call 48 hours in advance so that arrangements can be made for you.</p>	<p>Sòs si yo ta ekri yon lòt bagay nan almanak-la, tout rankont-yo ap fèt:</p> <p style="text-align: center;">Governmental Center 115 S. Andrews Ave. Ft. Lauderdale, FL 33301</p> <p>(Access from Downtown Bus Terminal and Tri-Rail/Broward County Transit)</p> <p>Pou konfime enfòmasyon ou resevwa sou rankont Konsèy Planifikasyon HIV-a, oswa pou rezève sèvis pou bezwen Espesyal tankou: Tradiksyon angle an panyòl oswa kreyòl; oswa, si ou gen pwoblèm wè oswa tande, rele 48 tè alavans pou yo ka fè aranjman pou ou.</p>

### HIVPC Committee Descriptions

**Community Empowerment Committee (CEC)** - Encourages the participation of individuals infected and affected with HIV/AIDS in the planning, priority-setting and resource-allocation processes. Function as a primary level of appeal for unresolved grievances relative to the Council's decisions regarding Ryan White Part A funding.

**Membership/Council Development Committee (MCDC)** - Recruits and screens applications based on objective criteria for appointment to the Council in order to ensure demographic requirements of the Council are maintained according to the Ryan White Treatment and Modernization Act. Presents recommendations to the Council. Institutes orientation and training programs for new and incumbent members.

**Needs Assessment/Evaluation (NAE) Committee** - Develops and updates the annual Needs Assessment, including determining focuses for the client survey, provider survey, and client focus groups. Evaluates and updates the Comprehensive Plan to determine progress.

**Quality Management Committee (QMC)** - Ensures highest quality HIV medical care and support services for PLWHA by developing client and system based outcomes and indicators. Provides oversight of standards of care, develops scopes of service for program evaluation studies, assesses client satisfaction, and provides QM staff/client training/education.

**Priority Setting Resource Allocation (PSRA) Committee** - Recommends priorities and allocation of Ryan White Part A funds. Facilitates the Priority Setting and Resource Allocation Process to include the review of appropriate data (service utilization, epidemiological data). Develops, reviews, and monitors eligibility, service definitions, as well as language on 'how best to meet the need.

**System of Care (SOC) Committee** - Evaluates the system of care and analyzes the impact of local, state, and federal policy and legislative issues impacting PLWHA in the Broward County EMA. Plans and addresses coordinated care across diverse groups by engaging community resources to eliminate disparities in access to services.

**Executive Committee** - Sets agenda for Council meetings. addresses conflict of interest issues, reviews attendance reports, oversees the planning activities established in the Comprehensive Plan, oversees committee work plans, reviews committee recommendations, ratifies recommendations for removal for cause, and addresses unresolved grievance issues.

**HIV Health Services Planning Council (HIVPC)** - Monitors, evaluates, and continuously improves systematically the quality and appropriateness of HIV care and services provided to all patients receiving Part A and MAI-funded services.





# 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.

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. All candidates will be provided an opportunity to answer the questions on the questionnaire form. The deadline for submitting responses will be 3 weeks from the December 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, candidates will give presentations that should be limited to 5 minutes with an additional 2 minutes for clarification relevant to the responses. Then 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 as of the first day of the Fiscal Year (March 1).

## 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.

## Chapter 12 - Nominations and Elections

In every organization, the process of nominating and electing officers and board members is very important, and the bylaws should clearly state the procedure. If the procedure is not stated in the bylaws, a member of the assembly can make a motion explaining the procedure to follow. The assembly then decides by a majority vote whether to follow the proposed procedure.

This chapter explains the nominating and election process from start to finish. It discusses the various ways organizations nominate a candidate and take votes. The chapter also describes the duties of the tellers' committee - those members appointed to count the vote. Likewise, the chapter takes you step by step through the teller's sheet and report.

### ELECTIONS

After the nominating process is finished, the members must vote on the proposed candidates. If the bylaws do not state how the vote is to be taken, a member can make an incidental motion regarding how to take the vote.

If the bylaws state that the vote must be taken by ballot, even if there is only one candidate for each office, members must nevertheless vote by ballot. A ballot vote allows members to write in a candidate's name. Asking one person (for example, the secretary) to cast the electing ballot for the entire assembly is out of order. Such a motion takes away members' rights to write in a candidate.

Members can take the vote for election by

- Voice
- Ballot
- Roll call
- Cumulative voting

### Election by Ballot Vote

Organizations can take a ballot vote two ways:

- A slate of all the officers can appear on one ballot.
- Individual ballots can be provided for each office after nominations for that office are closed.

### Slated ballots



Large organizations, such as conventions, usually prepare a printed ballot listing the names of all the candidates, with room for further nominations or write-ins from the membership.

Members go to the polls once. When no candidate receives a majority vote for a particular office or for several offices, members must continue to vote on those offices until someone is elected. With this kind of ballot, having the election early in the meeting is best. In the event that another vote is needed, members can vote again before the convention or meeting adjourns.

## **MOTIONS CONCERNING ELECTIONS**

When taking the vote by ballot, the president usually declares that the polls are closed after asking the members if everyone who wants to vote has voted. This means that no one else can vote and the tellers can count the votes. A member can also make a motion to close the polls, which requires a second and a two-thirds vote to adopt, or the motion can be adopted by unanimous consent. The president should not admit a member's motion to close the polls if people are still voting.

If members come into the assembly and want to vote after the polls are closed, a member must make the motion to open the polls. This motion takes a majority vote to adopt. Members can reopen the polls until the tellers give their report and the presiding officer announces the results. Keep the ballots that come in during the reopening of the polls in a separate pile until the other ballots are counted. After the separate ballots are counted, add them to the tellers' report.

## **COUNTING AND RECORDING THE BALLOTS BY TELLERS' COMMITTEE**

A tellers' committee is a small group of members appointed to count the vote during a meeting involving a ballot vote or a rising counted vote. Depending on the size of the group, the committee is usually comprised of two to three people.

In many small organizations, the presiding officer appoints several members to count ballots or to count a rising vote when the time comes. In a case such as this, where an organization does not have a tellers' committee, a secretary who is well versed in counting the ballots can be very helpful. The secretary can assist those appointed to act as tellers during the counting of the ballots.

Tellers who are appointed at a meeting to count a ballot vote should be appointed because of their accuracy and dependability, not because they have something to gain from the outcome of a vote. They should have the confidence of the assembly. If the

issue is a controversial one, the tellers should include members on each side of the issue and a neutral person to count the ballots. If a tellers' committee is needed to count ballots for an election of officers, the committee should be appointed before the meeting and trained in the correct procedure for counting the ballots.

In larger organizations or at national conventions, a tellers' committee, which is usually large and headed by a chairman, is appointed for the entire convention or the entire year. The chairman is in charge of the ballots and ballot boxes and is responsible for training the tellers on the proper way to count the ballots and on the various methods of counting a rising vote. The tellers' committee is present during the entire session to count any doubted voice vote, when requested to do so by the presiding officer or the membership.

### **Teller's Sheet and Report**

For each ballot vote taken, the tellers should have a sheet of paper that helps them tally the ballots.

### **Counting the Ballots**

Following are the procedures that the tellers' committee should follow to count ballots:

1. When three tellers are appointed to count the ballots, Teller One should open each ballot and determine whether it is a legitimate ballot. All blank ballots are put aside because they are not counted in the total number of votes cast. Illegal ballots, those that have writing on them but are not readable or that contain the name of a person who is not eligible for election, or two ballots with names on them folded together, are put in another pile.
2. Teller One counts the legal ballots and writes the total on the teller's sheet on the line "Number of votes cast." If there are illegal ballots, these are counted and the number put on the line "Number of illegal votes." The number of illegal and legal ballots is then totaled. This number is used to establish the number for the majority vote. The majority vote number is written on the line "Number of votes to elect."
3. Teller One reads aloud the names on each ballot. The other two tellers each keep a separate teller's sheet, recording each candidate's name on the teller's sheet the first time it is read, and placing a tally mark next to a candidate's name each time Teller One reads that name aloud. So that there is no doubt who should receive the vote, Teller Two repeats each name as it is read by Teller One. When a candidate receives five votes, Teller Two calls out "tally."

If Teller Three's report doesn't agree with Teller Two's, then the count stops at this point to see where the mistake was made in recording the vote.

4. When all the ballots have been read aloud, the tellers' committee totals the votes for each candidate and writes the number of votes received by each name. The tellers' committee then writes the word "elected" by those receiving a majority vote. If no one receives a majority vote, the phrase "no election" is written on the teller's report or is written near any office for which no candidate has received a majority vote.
5. Each member of the tellers' committee signs the teller's report, and the chairman of the committee (Teller One) reads the report to the assembly and gives it to the presiding officer.

In the election of candidates for the Soccer Club board, there were no blank ballots, so the tellers write on their sheets "20" for the number of ballots cast. There were no illegal ballots, so they write "0" on that line. On the line that gives the number to elect, they write "11."

### **Giving the Tellers' Committee Report**

The chairman of the tellers' committee rises, addresses the chair, is recognized, and reads the teller's report. The chairman reads the entire report including the number of votes cast, number to elect, any illegal votes, and all names and the vote totals for each candidate who received votes (even those who are not elected). The members have the right to know who received what number of votes. The report does not include the number of eligible voters (only the officer responsible for the membership roll is able to give this number if needed).

The teller reading the report does not indicate who has been elected. Instead, after the tellers' committee report, the presiding officer announces those people elected.

Tellers' Committee Chairman: The Tellers' Committee Report for Election of Board Members:

Number of votes cast were 20.

Number to elect is 11.

Mr. Smith received 14 votes. (elected)

Mrs. Jones received 15 votes. (elected)

Mrs. Baker received 19 votes. (elected)

Mr. Torry received 16 votes. (elected)

Mr. Green received 13 votes. (elected)

Mrs. Frank received 12 votes.

Mr. Bates received 11 votes.

Joyce Bell

Chairman

The presiding officer states when the election is effective, according to the bylaws:

President: Thank you. You will take office at the close of our annual meeting. [as stated in the Soccer Club's bylaws]

Those elected take office immediately unless the bylaws state differently. In this organization, the newly elected board members take their places at the close of the annual meeting.

If an organization usually has an installation of officers but fails to hold it, those elected still take office unless the bylaws provide that those elected take office when installed. An installation is only a ceremony and is not the activity that enables those elected to take office. Also, because an installation is considered a ceremony, a quorum is not needed to conduct the installation.

The complete teller's report is then entered into the minutes. If a recount isn't necessary or requested, the ballots can be destroyed or filed with the secretary for a certain number of days and then destroyed.

## **OTHER POINTS ABOUT ELECTIONS**

Here are some other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Tellers should cast their ballots at the same time that the assembly votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.

- If an elected candidate declines the office after he or she is elected and after the meeting has adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.
- A member can't make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the tellers have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The tellers' committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the tellers' committee and for the presiding officer to announce the vote that was taken at the previous meeting.
- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
- In counting the votes, the tellers' committee must not confuse a majority vote with the highest number of votes. The person who gets the most votes may not have a majority of the votes. In this case, the members must vote again until one candidate receives a majority vote.
- If there is a question about the way a ballot is marked, the tellers should take it to the presiding officer. He or she should present it to the assembly to decide what to do with the vote - whether to count it and toward what name to credit the vote.
- When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the bylaws.
- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.

If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.

- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don't set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.

- If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Kenneth Baker was elected to the board for three years. His term expires April, 2004."
- If electronic machines are used for voting, they should be programmed so that each segment of the ballot is treated as if it were a separate ballot. Tellers present during the voting should be carefully instructed in their duties and should be able to explain to other members how to use the machine. If members haven't used the machine before, it may be wise to show them how to use it the day before the election.

## **ELECTION IRREGULARITIES**

During an election, especially when tellers are not trained or when candidates are running in opposition, members may become aware of mistakes or illegal procedures in collecting or counting the ballots. If a member notices a mistake in procedure, he or she should immediately make the chair and assembly aware of his concerns.

The best thing an organization can do is adopt rules that tell how to proceed if a member challenges an election or if a person is illegally elected to office and has begun to serve. Rules may include how long the organization saves ballots and how long members can wait to challenge an election. These rules supersede the adopted parliamentary authority. It is important to remember that once someone is elected, the election can't be rescinded unless there is some provision for it in the bylaws. It is possible that because of a mistake in counting the ballots, or another procedural mistake, someone can be declared elected to office when he or she did not receive the majority votes. Organizations can create and write election rules to correct this mistake.

A common mistake in elections is having too many ballots cast for the number of members present. If this occurs and it does not affect the outcome of the vote, the election is still valid. Often the extra ballot comes from someone who has entered the assembly but has not signed in to the meeting.

Because fraud does happen in the election process, members need to be alert and watchful of the election process. Some practices to watch out for include:

- Ballot boxes being stuffed or written ballots being changed.
- Mail or absentee ballots not arriving on time or mysteriously disappearing when the time comes to count them.
- Voting machines having wedges inserted to prevent the lever from going down all the way.

- Polls closing or opening at times different than the times posted.

The most important thing associations or governments can do is appoint conscientious and honest people to serve on the tellers' committee and to watch the polls.

### **TAKING A RECOUNT**

If members question the validity of an election or the procedure in taking the vote, a member should make a motion to recount the votes within a reasonably brief time after the president announces the election outcome. The motion to have a vote for a particular office recounted needs a second, is not debatable, and takes a majority vote to adopt.

After the person elected to office assumes the position, it is too late to nullify an illegal election. For this reason, members should listen carefully to the report of the tellers' committee. If something doesn't quite add up, a member should question it during the meeting. If officers assume their duties immediately after the meeting is adjourned, it is then too late to question the election.