



MEETING AGENDA

COMMITTEE: ad-Hoc Nominating Committee

Date/Time: Friday, November 8, 2019, 1:00 p.m.

Location: Governmental Center Room A-337

Chair: H. Bradley Katz

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 11/08/18 Agenda
3. **MEETING ACTIVITIES/NEW BUSINESS**
 - I. **Elections Timeline (Handout A)**
ACTION ITEM: Review the timeline of activities and make any necessary changes.
 - II. **Nominating Procedure (Handouts B-C)**
ACTION ITEM: Review ad-Hoc Nominating Procedures and Committee recommendations from 2018 Vice Chair Special Election. Make any necessary updates.
 - III. **Nominee Questionnaire (Handout D)**
ACTION ITEM: Review the Nominee Questionnaire. Update the questionnaire if necessary.
4. **GRANTEE REPORT**
5. **PUBLIC COMMENT**
6. **AGENDA ITEMS/TASKS FOR NEXT MEETING: Date: TBD Venue: TBD**
 - I. **Review Election Process and Logistics**
ACTION ITEM: Discuss election process and logistics. Determine member duties for the election.
 - II. **Prepare Slate of Officers**
ACTION ITEM: Review returned 2020 Vice Chair 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

2020 AD-HOC NOMINATING COMMITTEE ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	October 24, 2019
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	November 8, 2019
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running.	December 5, 2019
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	
Nominations closed.	<u>January 6, 2020</u>
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	January 23, 2020
Start of new HIVPC Chair & Vice Chair terms	March 1, 2020



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 ~~July-December~~ HIVPC meeting (prior to the ~~September-January~~ election), a verbal call for nominations from the floor will take place. Council Members will be given a form to express their interest in running for Chair or Vice Chair. The form contains a set of questions about why they want to be an officer and their past leadership experience. The deadline for submitting responses will be ~~August 30, 2018~~ January 6, 2020.

NOMINATIONS WILL THEN BE CLOSED.

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

At the beginning of the ~~September-January~~ Planning Council meeting, candidates will give presentations that should be limited to 10 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. If there is only one candidate running for office, the ballot will include an option for members to either approve or reject the candidate. 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 ~~September-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 ~~October 1, 2018~~ March 1, 2020.

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.

Single Candidate Procedures: the 2018 ad-Hoc Nominating Committee discussed the likelihood of a candidate running unopposed. If there is more than one candidate, the voter must choose one. All present members are required to vote. The Committee Chair suggested that a write-in ballot is a more respectful option than yes/no. The Committee discussed creating a qualified and objectified candidate criterion as a preliminary for members who are interested in running. Ultimately, the Committee chose to keep all single candidate procedures the same.

Call in votes: if a member was pre-approved to call into the meeting, they have the right to vote as well. Call-in voters will go first, as not to cast a tie-breaking vote. The only abstentions are outlined on the voting form. Members can vote but still declare a conflict, but in this case, there are no conflicts with the nominating committee elections.

Nominee Questionnaire

HANDOUT D

Please return your questionnaire to HIVPC staff by 5:00 p.m. on Monday, January 6, 2020.

Candidate Name: _____

Office Sought: _____

Affiliation: _____

Please state your affiliation as an employee, consultant, or board member with Ryan White Part A, if any.

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?

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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?

Advocacy

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

Outlook

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