



MEETING AGENDA
COMMITTEE: ad-Hoc Nominating Committee
Date/Time: Thursday, July 12, 2018, 2:00 p.m.
Location: Poverello Center
Chair: Brad Barnes

1. **CALL TO ORDER:** *Welcome, Review meeting ground rules, Statement of Sunshine, Introductions, Moment of Silence, Public Comment*
2. **APPROVALS:** 7/12/18 Agenda
3. **MEETING ACTIVITIES/NEW BUSINESS**

<i>Tasks for Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
Nominating Procedure (Handouts A-C)	ACTION ITEM: Review Committee recommendations from 2017-2018 Chair/Vice Chair elections and the ad-Hoc Nominating Procedures. Make any necessary updates.
Elections Timeline (Handout D)	ACTION ITEM: Review the timeline of activities and make any necessary changes.
Nominee Questionnaire (Handout E)	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>Tasks for next Meeting</i>	<i>Action to be taken, presentation, discussion, brainstorm etc.</i>
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 2018 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

NOMINEE QUESTIONNAIRE

Please return your questionnaire to HIVPC staff by
5:00 p.m. on Thursday, August 30, 2018.

Candidate Name	
Office Sought	VICE CHAIR
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?

Candidate Name	
Office Sought	VICE CHAIR

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?

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?

2020 HIVPC Leadership Elections

#	Proposal	Nominating Committee Recommendations
1	Revise 2020 Nominating Procedures	Discuss increased time for candidate question and answer sessions, potentially 10 minutes per candidate, and outline timeframe in Nominating Procedures. Also include language detailing ballot options if there is only one candidate per position.
2	Revise 2020 Elections Timeline	To ensure sufficient time for elections process, revise 2020 timeline to: September- Convene Nominating Committee, approve Nominating Procedures, timeline and questionnaire October- Nominations from the floor at HIVPC meeting, finalize slate of candidates November- No HIVPC meeting (Thanksgiving), candidate questionnaires due to PC Staff December- Candidate speeches, question and answer session at HIVPC meeting January- Elections
3	Revise 2020 HIVPC Nominee Questionnaire	Discuss revisions to Nominee Questionnaire, and determine if previous questions elicited clear and detailed responses desired from candidates. Consider including questions regarding candidate's leadership experience, background, HIV related training and activities, and reason for seeking position.
4	Revise 2020 Elections Ballot	Discuss ballot options for elections where there is only one candidate per position. Consider ballots that ask for approval or rejection of single candidate. Include decision in Nominating Procedures.



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-July~~ HIVPC meeting (prior to the ~~January-September~~ 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 along with a form.~~ The form questionnaire containing 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.

~~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-September~~ Planning Council mailing.

At the beginning of the ~~following-September~~ Planning Council meeting, candidates will give presentations that should be limited to ~~5-10~~ 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 ~~January-September~~ 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. ~~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.

2018 AD-HOC NOMINATING COMMITTEE SPECIAL ELECTION TIMELINE

Activity	Proposed Date
Request for Nominating members at HIVPC meeting	June 28, 2018
First ad-Hoc Nominating Committee meeting. Review & approve procedures and questionnaire.	July 12, 2018
HIVPC meeting. Procedure & questionnaire approved by HIVPC. Questionnaire given to all eligible parties interested in running.	July 26, 2018
Deadline to return completed questionnaire to HIVPC staff for candidates nominated from the floor.	August 30, 2018
Nominations closed.	August 30, 2018
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	September 13, 2018
HIVPC meeting. Q&A session for all candidates. Candidates presented and voting takes place. Votes read into record.	September 27, 2018
Start of new HIVPC Vice Chair terms	October 1, 2018