



## Central Florida HIV Planning Council

Bylaws Reference: Article III Section 3.1.2, 3.1.3, 3.1.5, 3.5

Scope: Not Applicable

Program procedure: CFHPC-POLICY-013

Title: [Planning Council Application and Open Nominations Process](#)

Effective: 1/31/2018

Revised:  
10/31/2018,  
1/30/2019

### Purpose:

To develop and support procedures which shall result in an open and fair nominations process for prospective new members to the Planning Council.

### Policy:

It shall be the policy of the Central Florida HIV Planning Council to ensure an open and equitable process for interested parties wishing to apply for Planning Council membership.

### Procedure:

1. It shall be the responsibility of all Planning Council members to recruit new members, as described in the Outreach and Recruitment Policy and Procedures.
2. The Membership Committee is responsible for ensuring that the Council membership meets the Membership Matrix and reflectiveness requirements established by the Health Resources and Services Administration (HRSA) and the most recently approved Bylaws.
3. The following steps shall be followed in the application process:
  - a. Applications for membership shall be submitted to Planning Council Support.



- b. Planning Council Support shall review applications for completeness.
- c. Planning Council Support shall send each applicant a letter of receipt of the application within three (3) business days.
- d. This letter shall contain instructions for the applicant to attend a meeting of the full Planning Council body and either a standing committee or the Ryan White PLWH Community meeting before the application is considered by the Membership Committee. Attendance will be verified based on sign in sheets.) **Note: This requirement shall be waived for former Planning Council members who completed their term**
- e. To ensure protection of confidential information, Planning Council Support shall provide a summary of the candidate's knowledge, skills, and experience. Each file shall be encrypted and stored according to CFR Title 42, section 2.16.
- f. After the applicant has met the attendance requirements, Planning Council Support shall forward a summary to the Membership Committee for consideration at the next scheduled meeting.
- g. The Membership Committee shall review applications to determine eligibility for membership.
- h. Planning Council Support shall contact eligible applicants to schedule interviews with them within (10) business days following the Membership Committee meeting.
- i. A letter shall be sent out to applicants who are not eligible for membership within ten (10) days from the conclusion of the Membership Committee meeting.
- j. The interview panel shall consist of no less than three (3) members with at least one (1) Membership Committee member and one (1) Planning Council Support staff.
- k. A set of predetermined questions will be used during the interview.



- i. If Planning Council Support is unsuccessful in scheduling an interview with a candidate after at least three (3) documented attempts of different types (e.g., telephone, letter, etc.), the application shall be closed. Recommendations from the interviews will be discussed at the next Membership Committee meeting. Recommendations may include committee assignments.
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- n. The Membership Committee shall forward the recommendations to the Executive Committee for review. The recommendation shall consist of a summary of the applicant's experience, the seat to be filled, if applicable, and any special conditions that the applicant brings to the Council.
- o. The Executive Committee shall review all recommendations and shall forward applications to the Planning council for review and recommendation to the CEO.
- p. The Membership Committee in conjunction with Planning Council Support shall schedule new members for orientation after appointment by the CEO. Orientation shall be scheduled quarterly, as needed. Upon successful completion of Orientation, voting privileges shall commence for Planning Council members.

**Note: Should the CEO choose not to appoint a recommended applicant; the Membership Committee shall be notified that a vacancy still remains in that particular mandated category. Planning Council Support shall notify the non-selected applicant by mail within ten (10) business days.**

- 2. The Membership Committee may determine that an applicant is ineligible for any of the following reasons:

  - a. Applicant does not fill a mandated seat



- b. Applicant does not help maintain the reflectiveness or PIR (parity, inclusion and representation).
  - c. Applicant has been convicted of a “sex” crime or a 1<sup>st</sup> degree felony involving violence.
3. The following steps shall be taken in the event that a member wishes to extend or serve a second term.
- a. Members shall submit a letter of intent during the last year of the member’s term to PCS prior to the August meeting of the Membership Committee. (Should there be no Membership Committee meeting in August the letters shall be forwarded to the Executive Committee.)
  - b. Membership Committee shall review the matrix to determine membership needs and forward their recommendations to the Executive Committee.
  - c. The Executive Committee shall forward to the Planning Council for a vote at the meeting prior to the annual Meeting.
  - d. The Planning council vote shall be by written ballot. The ballot shall indicate the name of the individual member and their selection.
  - e. Reappointments shall be submitted to the CEO for approval.

**Note: PLWHs shall not be counted towards requirements or transported unless documentation of their status has been received by Planning Council Support.**