



<b>Central Florida HIV Planning Council</b>	
Bylaws Reference: Article IV Section 4.2	
Program procedure: OHSPC-POLICY-006	
Title: <a href="#"><u>Nomination of Officers</u></a>	Effective: 02/28/2018 Revised: 12/4/18, 1/30/2019

**Purpose:**

To establish a fair and equitable process for nominating officers of the Planning Council.

**Policy:**

Only Planning Council Members who have served for one full year on the Planning Body or any other HIV or equivalent planning group shall be eligible for nomination as Co-Chairs. Only members of the Planning Body who are disclosed HIV-positive individuals and are consumers of HIV prevention or care services shall be eligible to serve as the Patient Care Consumer Representative.

**Procedure:**

1. The current Junior Co-Chair shall automatically ascend to the Senior Co-Chair position at the end of the term of the Senior Co-Chair or upon any vacancy in the office of the Senior Co-Chair.
2. Nominations for other officers shall be opened and forwarded to the Membership Committee beginning on June 1st and closed at the August Planning Council Meeting or on the date that the August meeting would normally be convened if there is no scheduled August meeting.
3. Any Planning Council member may nominate his/herself or another member for an officer position.
4. All nominees shall confirm their nomination by forwarding a letter of intent to Planning Council Support no later than the close of business on the day

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preceding the Membership Committee meeting in September.

5. Letters of Intent shall include:
  - a. A statement of willingness to serve
  - b. Previous Planning Group experience
  - c. Why you will make a good officer
  
6. The Planning Council shall not take action on any nomination for an officer prior to review and presentation by the Executive Committee. Co-Chair nominees must be forwarded to the CEO for approval prior to election.

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