



Central Florida HIV Planning Council		
Bylaws Reference: Article VII Section 7.3		
Program procedure: OHSPC-POLICY-006		
Title:	<u>Nomination of Standing Committee Chairs</u>	Effective: 7/26/2023 Revised:

Purpose:
To establish a fair and equitable process for nominating committee chairs 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 a committee chair. Committees can request that the Executive Committee recommend suspension of Article Section 7.3 to the full Planning Council allow a Full Member with less than one year on the Planning Council to serve as a Standing Committee Chair.

- Procedure:**
1. Nominations for committee chairs shall be opened at the first committee meeting in June and closed at the August Committee meeting or on the date that the August meeting would normally be convened if there is no scheduled August meeting. Any Planning Council member may nominate themselves or another member for an officer position.
 2. 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 designated date that nominations close

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.



3. 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

4. Members may nominate verbally in a meeting or in writing. The Membership & Engagement Committee shall receive all nominations, verify each nominee's eligibility to serve in office, and report its findings to the Executive Committee, which shall review this report and present the nominees to the Planning Council.

The Planning Council shall not take action on any nomination for an committee chair prior to review and presentation by the Executive Committee. Co-Chair nominees must be forwarded to the CEO for approval prior to election. Chairs shall serve a one-year term, but may be re-elected for a second term by a two-thirds vote of the committee members present.

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