



Central Florida HIV Planning Council (CFHPC)		
Bylaws Reference: Article III Section 3.1.2, 3.1.3, 3.1.5, 3.5		
Scope: Not Applicable		
Program procedure: CFHPC-POLICY-16		
Title:	<u>Planning Council Member Application Process</u>	Effective: 1/31/2018 Revised: 10/31/2018, 1/30/2019, 4/24/24

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 & Engagement 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 before the application is considered by the Membership & Engagement 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 & Engagement Committee for consideration at the next scheduled meeting.
- g. A letter shall be sent out to applicants who are not eligible for membership within ten (10) days of PCS receiving the application.
- h. The interview panel shall consist of no less than three (3) individuals with at least two (2) Membership & Engagement Committee members and one (1) Planning Council Support staff.
- i. A set of predetermined questions will be used during the interview. Each interviewer, including PCS, shall provide their notes on the applicant's interview. PCS will use this information to develop an applicant summary that will be presented to the Membership & Engagement Committee, the Executive Committee, and the full Planning Council.
- j. 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, email, text etc.), the application shall be closed.
- k. Recommendations from the interviews will be discussed at the next Membership & Engagement Committee meeting. Recommendations may include committee assignments.



- i. The Membership & Engagement 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 Planning Council.
- m. The Executive Committee shall review all recommendations and shall forward applications to the Planning Council for review and recommendation to the CEO.
- n. The Membership & Engagement Committee, in conjunction with Planning Council Support shall schedule new members for orientation after appointment by the CEO. Orientation shall be scheduled 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 & Engagement Committee shall be notified that a vacancy still remains in that particular mandated category. Planning Council Support shall notify the non-selected applicant by email within ten (10) business days.

2. The Membership & Engagement 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, such as sexual battery or rape or unlawful sex with a minor, or a 1st 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 & Engagement Committee. (Should there be no Membership & Engagement Committee meeting in August the letters shall be forwarded to the Executive Committee.)



- b. Membership & Engagement 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 Planning Council meeting.
- d. The Planning Council vote shall be by roll call vote. The motion to elect the applicant shall indicate their assigned committee.
- e. Reappointments shall be submitted to the CEO for approval.

Note: PWH shall not be transported unless documentation of their status has been received by Planning Council Support.