Fort Lauderdale / Broward County EMA
Broward County HIV Health Services Planning Council
An Advisory Board of the Broward County Board of County Commissioners
200 Oakwood Lane, Suite 100, Hollywood, FL, 33020 - Tel: 954-561-9681 / Fax: 954-561-9685

MEETING AGENDA

COMMITTEE: ad-Hoc Nominating Committee
Date/Time: Monday, August 20, 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:** 8/20/18 Agenda and 7/12/18 Meeting Minutes

3. **MEETING ACTIVITIES/UNFINISHED BUSINESS**

Tasks for Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
Remote Voting Procedure Follow-Up (Handout A1-A3)	ACTION ITEM: Review Florida Statutes regarding procedure for voting.
Single Candidate Procedure (Handout B)	ACTION ITEM: Discuss voting procedure for a single candidate.
Nominating Procedure (Handouts C)	ACTION ITEM: Review and revise ad-Hoc Nominating Procedures based on items above.
Elections Timeline (Handout D)	ACTION ITEM: Update timeline of activities.

4. **GRANTEE REPORT**

5. **PUBLIC COMMENT**

6. **AGENDA ITEMS/TASKS FOR NEXT MEETING:** **Date:** TBD **Venue:** TBD

Tasks for next Meeting	*Action to be taken, presentation, discussion, brainstorm etc.*
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

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

ATTENDANCE					
#	**Members**	**Present**	**Absent**		**HIVPC Staff**
1	Arencibia, Y.	**X**			Ewart, L.
2	Barnes, B. *Chair*	**X**			Oratien, V.
3	Bhrangger, R.	**X**			
4	Burgess, D.	**X**			**Recipient Staff**
5	Hayes, M.		**A**		Jones, L.
6	Moragne, T.	**X**			
	Quorum = 4	**5**			

1. CALL TO ORDER

The ad-Hoc Nominating Committee Chair called the meeting to order at 2:06 p.m. The Chair welcomed all present. Attendees were notified of information regarding the Government in the Sunshine Law and meeting reporting requirements, which includes the recording of minutes. Attendees were advised that the meeting ground rules are present, for reference. In addition, attendees were advised that the acknowledgement of HIV status is not required but is subject to public record if it is disclosed. The Chair, committee members, guests, Grantee staff and HIVPC staff self-introductions were made. A moment of silence was also recognized.

2. APPROVALS

Motion# 1: To approve 7/12/18 meeting agenda
Proposed by: Arencibia, Y. **Seconded by:** Burgess, D.
Action: Passed Unanimously

3. MEETING ACTIVITIES/NEW BUSINESS

Nominee Questionnaire: The Committee reviewed the proposed election timeline in which the election is scheduled for the September HIVPC meeting. There was concern over this timeframe as HIVPC and Committee meetings are expected not to take place in August as HIVPC and Recipient Staff will be in the grant writing process. Members discussed alternate timelines and reviewed the questionnaire for possible revisions.

Motion# 2: To accept the Nominee Questionnaire
Proposed by: Bhrangger, R. **Seconded by:** Arencibia, Y.
Action: Passed Unanimously

Elections Timeline: The Committee decided to accept nominations from the floor at the July HIVPC meeting and give Council members notice that the process will take place in July. At the September HIVPC meeting, speeches and votes will take place. The nominations timeframe will close on August 17th. In the event that no applications have been submitted at that time, the Committee will meet on August 23rd to discuss next steps.

Motion# 3: To accept the Timeline
Proposed by: Moragne, T. **Seconded by:** Arencibia, Y.
Action: Passed Unanimously

Nominating Procedure: The Committee discussed the election procedures. 10 minutes per candidate was suggested for speeches and question and answer sessions. Questions could be gathered in advance based on the candidates' questionnaires, but some questions may arise in response to the speeches or answers to other questions.

Motion# 4: To have candidates provide a 2-minute synopsis of important issues. The HIV Planning Council then has 15 minutes to question each candidate. Questions will be answered in the order they are asked.
Proposed by: Moragne, T. **Seconded by:** Arencibia, Y.
Action: Passed Unanimously

The Committee agreed to state that this is a time for questions rather than statements. Questions should be limited to 30 seconds, and it should be stipulated that the elections process should take no longer than 1 hour. A timekeeper will keep track of allotted timeframes during the election.

Ballot options were discussed. In the event that there is only 1 candidate, members should be given an option to vote in favor of or opposing the candidate. The Recipient did not agree with this because it is unprecedented as well as not being in the spirit of the HIVPC. There is no process for rejecting singular candidates. HIVPC Staff was tasked with following up on voting for standalone candidates as any action taken by the HIVPC may affect other County Boards. Once this is clarified, updates will be made and brought to the Executive Committee by the Committee Chair in the interest of time.

ACTION ITEM: Contact County Board Coordinator to determine existing procedure and precedent for voting for a singular candidate.

Motion# 5: To explore adding a second directive to the ballot stating that the member is voting but not affirming the candidate.
Proposed by: Arencibia, Y. **Seconded by:** Burgess, D.
Action: Passed Unanimously

A recommendation was made regarding votes made by members who are calling in to the meeting. It can be difficult to manage the room as well as the phone line, so it was suggested that there be review of why voting over the phone was allowed. One suggestion was to email a ballot to members who are remotely attending the meeting.

ACTION ITEM: Review voting procedures, especially voting over the phone.

4. GRANTEE REPORT
None.

5. PUBLIC COMMENT
None.

6. ANNOUNCEMENTS
None.

7. ADJOURNMENT
The meeting was adjourned at 3:17 p.m.

ad-Hoc Nominating Committee Attendance CY2018

Consumer	PLWHA	Absences	Count	Meeting Month:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Attendance Letters
				Meeting Date:							12						
0	0	0	1	Arencibia, Y.							X						
0	1	0	2	Barnes, B.							X						
1	1	0	3	Bhrangger, R.							X						
1	1	0	4	Burgess, D.							X						
0	0	1	5	Hayes, M.							A						
0	0	0	6	Moragne, T.							X						
				Quorum = 4							5						

X - present
A - absent
E - excused
NQA - no quorum absent
NQX - no quorum present
N - newly appointed
Z - removed
C - cancelled
W - warning letter
R - removal letter

Robert’s Rules Chapter IV, Section 9

EXTENSION OF PARLIAMENTARY LAW TO ELECTRONIC MEETINGS

Except as authorized in the bylaws, the business of an organization or board can be validly transacted only at a regular or properly called meeting—that is, as defined on pages 81–82, a single official gathering in one room or area—of the assembly of its members at which a quorum is present. Among some organizations, there is an increasing preference, especially in the case of a relatively small board or other assembly, to transact business at electronic meetings—that is, at meetings at which, rather than all participating members being physically present in one room or area as in traditional (or "face-to-face") meetings, some or all of them communicate with the others through electronic means such as the Internet or by telephone. ***A group that holds such alternative meetings does not lose its character as a deliberative assembly (see pp. 1–2) so long as the meetings provide, at a minimum, conditions of opportunity for simultaneous aural communication among all participating members equivalent to those of meetings held in one room or area.*** Under such conditions, an electronic meeting that is properly authorized in the bylaws is treated as though it were a meeting at which all the members who are participating are actually present. If electronic meetings are to be authorized, it is advisable to adopt additional rules pertaining to their conduct (see Additional Rules for the Conduct of Electronic Meetings, below). [page 98]

The 2012 Florida Statutes

Title XIX PUBLIC BUSINESS | Chapter 286 PUBLIC BUSINESS: MISCELLANEOUS PROVISIONS | View Entire Chapter

286.012 Voting requirement at meetings of governmental bodies.—No member of any state, county, or municipal governmental board, commission, or agency who is present at any meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143. In such cases, said member shall comply with the disclosure requirements of s. 112.3143.

History.—s. 1, ch. 72-311; s. 9, ch. 75-208; s. 2, ch. 84-357; s. 13, ch. 94-277.

BROWARD COUNTY CODE OF ORDINANCES
CHAPTER 1, ARTICLE XII. BOARDS, AUTHORITIES AND AGENCIES GENERALLY

GENERAL REQUIREMENT AND POLICIES

Sec. 1-233. Terms of appointees to Broward County agencies, authorities, boards, committees, commissions, councils, and task forces; quorum

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Removal based on Attendance

1. Board meetings on a quarterly or less frequent basis: Members will be removed after two (2) consecutive unexcused absences or missing two (2) properly noticed meetings in one (1) calendar year.
2. Board meetings more frequently than quarterly: Members will be removed after three (3) consecutive unexcused absences or missing for (4) properly noticed meetings in one (1) calendar year.

Excused Absences

Require written notice to the chair of the board prior to the meeting (when practicable). The chair of the board shall determine whether the absence meets the criteria for an excused absence. Members may be excused **ONLY** for the following reasons:

1. Member performing an authorized alternative activity relating to outside advisory board business that directly conflicts with the properly noticed meeting;
2. Death of an immediate family member (spouse, father, mother, stepparent, in loco parentis, child, or stepchild domiciled in member's household);
3. Death of member's domestic partner;
4. Member's hospitalization;
5. Member summoned for jury duty; or
6. Member is issued a subpoena by a court of competent jurisdiction.

Non-excused absences

1. Out of town business.
2. Doing business or attending a meeting for member's company.
3. Attending another meeting as an elected official.
4. Car problems.

Requirements of Appointment

Any advisory board appointee who fails to meet the requirements of his or her appointment, including residency, if required to live in the district, is automatically disqualified, and his or her appointment shall immediately cease and be deemed vacant.

Quorum Rules

Once a quorum has been established by members physically present at a meeting, members who are not physically present may attend and participate in such meeting by telephone.

Appointees shall notify the board coordinator *at least two (2) business days prior* to the scheduled meeting date as to whether they will or will not attend the meeting. This will allow the cancellation of a meeting due to a lack of quorum prior to the actual meeting date.

If a board member does not confirm to the board coordinator that he or she will be present, at least 2 days prior to the meeting, he or she will be marked absent where such failure results in the meeting being cancelled for lack of quorum.

HANDOUT B

BALLOT

HIVPC Chair and Vice Chair
September 27, 2018

Member Name: Voter Name

You are voting for **CHAIR** of the Broward County HIV Health Services Planning Council.

The term of office is effective beginning October 1, 2018.

Please check **ONE** Candidate for **Chair:**

- ☐ **Anne Sample**
- ☐ **Ted Example**
- ☐ **John Doe**

You are voting for **Jane Reference** to be elected **VICE CHAIR** of the Broward County HIV Health Services Planning Council.

The term of office is effective beginning October 1, 2018.

Please check **YES** or **NO** for the **Vice Chair** Candidate:

- ☐ **Yes**
- ☐ **No**

HANDOUT C

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 17~~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~~2 minutes with an additional ~~2~~ 15 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, a motion will be made to appoint the candidate to the position of Vice Chair.~~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.

HANDOUT D

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 17~~30~~, 2018
Nominations closed.	August 17~~30~~, 2018
Second ad-Hoc Nominating Committee meeting. Review & approve slate of candidates, election process, and ballots.	~~September 13~~August 20, 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