

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 15, 1998 REV MAY 13, 2010 POLICY No. 500.01

ELECTION OF OFFICERS, ELECTION OF COMMITTEE CHAIRS, DUTIES OF OFFICERS & CHAIRS

1 **PURPOSE**

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3 This policy establishes the guidelines by which the officers of the Houston Area HIV Health Services
4 Ryan White Planning Council will be elected. In addition, this outlines and defines the duties of RWPC
5 Officers and duties of the Chairs of each of the Standing Committees. (See RWPC Policy No.400.01)

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7 **AUTHORITY**

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9 Bylaws (12/07) Article V, Sec5.01 - Sec5.06 ensures that the nomination and selection of officers and
10 committee chairs will be in accordance with those principles.

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12 **DEFINITIONS**

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14 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and Secretary.

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16 **PROCESS**

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18 Nominations for officers may be submitted to the Planning Council Support Staff up until the end of the
19 November Steering Committee meeting. After this time, nominations are added from the floor the day of
20 the election. Nominations for officers will be announced at least one month prior to the December
21 Houston Area HIV Health Ryan White Planning Council meeting. Any member may submit a
22 nomination for himself/herself or another member for a specific office. The annual election will be held
23 at the December RWPC meeting. The Operations Committee will announce the slate of nominees, which
24 will include but not be limited to, each candidate presenting a statement, written or verbal, expressing his
25 or her interest in and qualifications for an office. Election to office will be by written ballot unless there
26 is only one candidate running for a specific office. A simple majority vote will be required for election.
27 (Per letter from Judge Eckels dated 12-13-00: “As in any political election, the number of candidates is
28 not regulated. Following the first vote in the race, if one candidate has not received the majority, a run-off
29 election is held between the two candidates receiving the most votes. The Council may accept
30 nominations for the slate of officers that exceeds two candidates and may receive nominations from the
31 floor regardless of the number of candidates already nominated.”) Each member of the Council shall be
32 entitled to one vote on any regular business matter coming before the Council. A simple majority of
33 members present and voting is required to pass any matter coming before the Council except for that of
34 proposed Bylaw changes, which shall be submitted (in written form) for review to the full Council at least
35 fifteen (15) days prior to voting and will require a two-thirds (2/3) majority for passage. The Chair of the
36 Council shall not vote except in the event of a tie. The election of the officers will be done one at a time in
37 the following order: Chair, Vice-Chair, and Secretary.

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39 **QUALIFICATIONS FOR RWPC OFFICERS:**

40 Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board Members

41 and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office of Chair of the
42 Ryan White Planning Council. Except as otherwise required by the Ryan White Program, staff
43 representing the Office of Support and Part A and B administrative agencies cannot serve as members of
44 the Ryan White Planning Council. Staff representing these entities are requested to attend Council,
45 committee and other meetings when work products are being developed and approved.
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47 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12) months
48 and, if needed, have been reappointed by the CEO. If subsequent to the election the Chair of the RWPC
49 becomes a provider/employee of a subcontractor/Board member of a subcontractor/of the Grantee he/she
50 shall be immediately removed from office. A new election will be held to fill any open positions. Any
51 one of the three officers must be a self-identified HIV positive person.
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53 **DUTIES OF OFFICERS:**

54 The officers of the RWPC will be responsible for the following:

55 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council; appoint
56 Standing Committee Chairs; represent (or designate a representative to serve) on behalf
57 of the Council at meetings, conferences, etc. where “Council representation” is
58 requested. Chair assigns committee participation of Council members, and performs
59 such other duties as are normally performed by a chair of an organization or such other
60 duties as the Council may prescribe from time to time. The Chair will be responsible
61 for correspondence to members regarding attendance and participation issues. The
62 Chair will also sign and date the final version of the minutes as indication of PC
63 approval. The Chair of the Council is an ex-officio member of all committees
64 (standing, subcommittee, and work groups). Ex-officio means that he/she is welcome
65 to attend and is allowed to be a part of committee discussion. He/she is not allowed to
66 vote. In the absence of the Chair of the Council, the next officer will assume the ex-
67 offico role with committees.
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69 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such other
70 duties as the Chair may designate or the Council shall prescribe from time to time.
71 Performs the above duties in the absence of the Chair.
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73 **Secretary:** The position of Secretary will oversee the following tasks:
74 1. The Secretary will ensure that minutes are taken, approved, and filed as mandated
75 by the Ryan White Program.
76 2. Keep an up-to-date roll of PC members. The PC Operations Committee (RWPC
77 Policy 400.01) will file membership management reports with the Secretary for
78 presentation to the PC.
79 3. Call the roll call vote, noting voting and will announce the results of the roll call
80 vote. The Secretary will monitor voting for possible conflicts of interest (COI), the
81 Secretary will process inquiries into votes made in COI.
82 4. Keep a copy of the RWPC Bylaws and other relevant Policies and Procedures at the
83 PC meetings, and will provide the Council with clarification from the Bylaws and
84 Policies & Procedures, as requested.
85 5. Keep a record of all committees of the PC. When (if) new committees are
86 established, the Secretary will assure or cause to be assured the actual formation and
87 implementation of the new committees.
88 6. Be responsible for notification of specially called PC meeting, corresponding to the
89 members as required by the Bylaws.
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COMMITTEE CHAIRS:

Committee Chairs will be appointed by the Planning Council Chair. Committee Chairs must be members of the PC for at least one year. If committee leadership is not available from among PC members with at least one year's service, the Chair may seek leadership among remaining PC members. The Standing Committee Chairs will preside at all meetings of their respective committees. The Committee Vice Chair shall preside at all committee meetings in the absence of the Chair. If neither are present, committee members shall use consensus to select another committee member to chair that particular meeting. The Committee Chairs are responsible for the execution of the duties prescribed herein (see RWPC Policy 400.01) for the Committees and for such other duties as may be prescribed by the Chair of the Council or the Council from time to time. The Committee Chairs are responsible for the recording of or cause to be recorded all deliberations undertaken by each respective Committee. Copies of all approved minutes are available from the Office of Support (713-572-3724). Minutes from full Council meetings are available on the PC website (www.rwpc.org) once the draft copy has been approved by the Chair of the Council.