

THE PCHAP NOMINATING COMMITTEE

and

Annual Officer Elections

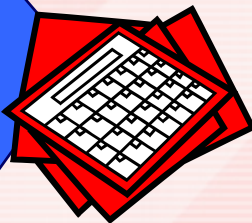
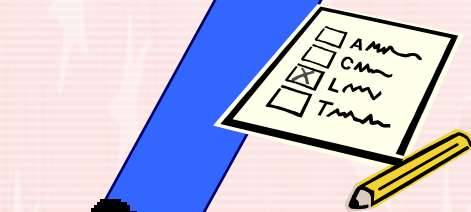
The Steps...

1. **Form a Nominating Committee.**
2. **The Committee confirms which PCHAP members are eligible to be Chair and/or Co-Chair.**
4. **The Committee members contact each eligible PCHAP member to determine whether they are willing and able to serve as an officer of PCHAP during the next year.**
5. **The list of eligible candidates is distributed to PCHAP members.**
6. **PCHAP members submit nominations to the committee.**
7. **The committee verifies acceptance of the nominations, and prepares the final slate of nominees at least 30 days prior to the scheduled election.**
8. **PCHAP Members vote to elect their officers!**

Who Can Serve on the Nominating Committee?

“The Nominating Committee is comprised of no more than five members volunteering to identify and present a slate of officer nominees to the Planning Body.”

Nominating Committee Duties



- Determine the eligibility of members to run for Chair and/or Co-Chair, based on the qualifications listed in the approved bylaws.
- Accept nominations from the Planning Body.
- Confirm acceptance of the nominees.
- Present the final slate of candidates for each position to the full Planning Body at least 30 days before the annual election.

Who Can Be Chair and/or Vice-Chair ?

- Must be a PCHAP member in good standing
- Serve on this or a similar planning body for at least one year
- Be able to communicate clearly, both written and verbal
- Be able to lead others in a positive way
- Be able to perform Administrative duties
- Have a willingness to serve



Duties of the Chair

- **Facilitate meetings of the Planning Group and Steering Committee.**
- **Guide the planning body through prevention, early intervention, and patient care planning processes.**
- **Work with the Lead Agency to coordinate the delivery of all required documents in a timely manner.**
- **Foster an environment of collaboration and cooperation.**
- **Represent the planning body to other organizations, partnerships, and institutions.**
- **Have the authority to break a tie or cause a tie in votes.**
- **Serve as Ex-Officio to all PCHAP sub-committees.**

Duties of the Vice-Chair

- **Serve in the absence or disability of the Chair.**
- **Perform all powers and duties of the office while fulfilling the role of the Chair.**
- **Shall serve the unexpired term in the event that the office of Chair becomes vacant.**





Who can Vote for PCHAP Officers?

- ✓ PCHAP members who have completed an application and were approved by the Planning Body
- ✓ Eligible members must complete a conflict of interest disclosure (form) with their initial application, and at least annually.
- ✓ Eligible members must have attended PCHAP Orientation.
- ✓ Eligible members must choose a Primary Standing Committee, and participate in regular committee meetings and activities.
- ✓ Eligible members must have attended at least two (2) of the last three (3) regularly scheduled PCHAP planning body meetings.

PCHAP Member Responsibilities

- **Serve as a knowledgeable person with information about HIV/AIDS; not to advocate for a single agency, or for individual interests.**
- **Work impartially with others to develop a plan for a comprehensive network of services to help people with HIV/AIDS.**
- **Abide by the PCHAP Code of Conduct at all meetings and when representing the Planning Body.**
- **Attend and actively participate in regularly scheduled PCHAP planning body and Primary Standing Committee meetings.**
- **Declare all existing and potential conflicts of interest.**
- **Recruit members to the planning group.**
- **Assist others to understand and participate in the planning process.**



What Next?

January

Nominating Committee will present a list of eligible members and accept nominations.

February

(No PCHAP Meeting)

Final slate of nominees will be distributed to PCHAP members

March

Ballots will be distributed, votes counted, and results announced.

April

Newly elected officers will be introduced and preside over the Planning Body meeting