

# HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

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EST. JUL 15, 1998

REV November 13, 2014

POLICY No. 500.01

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## 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  
4 Services Ryan White Planning Council will be elected. In addition, this outlines and defines the  
5 duties of RWPC Officers and duties of the Chairs of each of the Standing Committees. (See  
6 RWPC Policy No.400.01)  
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### 8 AUTHORITY

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

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15 Ryan White Planning Council Officers refers to the positions of Chair, Vice Chair, and  
16 Secretary.  
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### 18 PROCESS

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20 Nominations for officers may be submitted to the Planning Council Support Staff up until the  
21 end of the November Steering Committee meeting. After this time, nominations are added from  
22 the floor the day of the election. Nominations for officers will be announced at least one month  
23 prior to the December Houston Area HIV Health Ryan White Planning Council meeting. Any  
24 member may submit a nomination for himself/herself or another member for a specific office.  
25 Before the December Steering Committee meeting, each candidate must submit to the Office of  
26 Support a brief written description of their qualifications for the office they are seeking and  
27 prepare a short presentation describing their qualifications. The annual election will be held at  
28 the December RWPC meeting. Before the election takes place, members will be reminded that  
29 any member can ask for a call vote if that is their preference. If paper ballots are used, voters  
30 must print their name on their ballot before submitting. If voter does not print their name on the  
31 ballot, the ballot will be disqualified and not included in the election results. Paper ballots are to  
32 be stored in a fire proof safe in the Office of Support for twelve months after the election so that  
33 they can be accessed by anyone who wishes to review them. During the election, the Operations  
34 Committee will announce the slate of nominees, which will include but not be limited to, each  
35 candidate verbally expressing his or her interest in and qualifications for the office they are  
36 seeking. Typically, election to office will be by written ballot unless there is only one candidate  
37 running for a specific office. A simple majority vote will be required for election. (Per letter from  
38 Judge Eckels dated 12-13-00: "As in any political election, the number of candidates is not  
39 regulated. Following the first vote in the race, if one candidate has not received the majority, a  
40 run-off election is held between the two candidates receiving the most votes. The Council may

41 accept nominations for the slate of officers that exceeds two candidates and may receive  
42 nominations from the floor regardless of the number of candidates already nominated.”) Each  
43 member of the Council shall be entitled to one vote on any regular business matter coming  
44 before the Council. A simple majority of members present and voting is required to pass any  
45 matter coming before the Council except for that of proposed Bylaw changes, which shall be  
46 submitted (in written form) for review to the full Council at least fifteen (15) days prior to voting  
47 and will require a two-thirds (2/3) majority for passage. The Chair of the Council shall not vote  
48 except in the event of a tie. The election of the officers will be done one at a time in the  
49 following order: Chair, Vice-Chair, and Secretary.

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51 **QUALIFICATIONS FOR RWPC OFFICERS:**

52 Ryan White Part A or B or State Services funded providers/employees/subcontractors/Board  
53 Members and or employees/subcontractors of the Grantee(s) shall not be eligible to run for office  
54 of Chair of the Ryan White Planning Council. Except as otherwise required by the Ryan White  
55 Program, staff representing the Office of Support and Part A and B administrative agencies  
56 cannot serve as members of the Ryan White Planning Council. Staff representing these entities  
57 is requested to attend Council, committee and other meetings when work products are being  
58 developed and approved.

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60 Candidates will have served as an appointed member of the RWPC for the preceding twelve (12)  
61 months and, if needed, have been reappointed by the CEO. If subsequent to the election the  
62 Chair of the RWPC becomes a provider/employee of a subcontractor/Board member of a  
63 subcontractor/of the Grantee he/she shall be immediately removed from office. A new election  
64 will be held to fill any open positions. Any one of the three officers must be a self-identified  
65 HIV positive person.

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67 **DUTIES OF OFFICERS:**

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

69 **Chair:** Chief Executive Officer of the Council; preside at all meetings of the Council;  
70 appoint Standing Committee Chairs; represent (or designate a representative  
71 to serve) on behalf of the Council at meetings, conferences, etc. where  
72 “Council representation” is requested. Chair assigns committee participation  
73 of Council members, and performs such other duties as are normally  
74 performed by a chair of an organization or such other duties as the Council  
75 may prescribe from time to time. The Chair will be responsible for  
76 correspondence to members regarding attendance and participation issues.  
77 The Chair will also sign and date the final version of the minutes as indication  
78 of PC approval. The Chair of the Council is an ex-officio member of all  
79 committees (standing, subcommittee, and work groups). Ex-officio means  
80 that he/she is welcome to attend and is allowed to be a part of committee  
81 discussion. He/she is not allowed to vote. In the absence of the Chair of the  
82 Council, the next officer will assume the ex-officio role with committees.

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84 **Vice Chair:** Preside at meetings of the Council in the absence of the Chair. Perform such  
85 other duties as the Chair may designate or the Council shall prescribe from  
86 time to time. Performs the above duties in the absence of the Chair.

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88 **Secretary:** The position of Secretary will oversee the following tasks:  
89 1. The Secretary will ensure that minutes are taken, approved, and filed as  
90 mandated by the Ryan White Program.

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2. Keep an up-to-date roll of PC members. The PC Operations Committee (RWPC Policy 400.01) will file membership management reports with the Secretary for presentation to the PC.
  3. Call the roll call vote, noting voting and will announce the results of the roll call vote. The Secretary will monitor voting for possible conflicts of interest (COI), the Secretary will process inquiries into votes made in COI.
  4. Keep a copy of the RWPC Bylaws and other relevant Policies and Procedures at the PC meetings, and will provide the Council with clarification from the Bylaws and Policies & Procedures, as requested.
  5. Keep a record of all committees of the PC. When (if) new committees are established, the Secretary will assure or cause to be assured the actual formation and implementation of the new committees.
  6. Be responsible for notification of specially called PC meeting, corresponding to the members as required by the Bylaws.

107 **COMMITTEE CHAIRS:**

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