



**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