



**Minnesota Council for HIV/AIDS Care and Prevention
Practices and Procedures**

1) Membership

- a) Prospective members shall only be interviewed if they meet the reflectiveness and membership needs of the council. However, if applicants are interested in going through the interview process, they shall be allowed to do so. Membership vacancies shall be posted on the website to ensure open nomination.
- b) Membership & Training Committee interviews shall be conducted with 3 people; one staff person and at least one unaligned consumer to the extent possible.
- c) If an interviewee is a no show for the interview, staff will attempt to reschedule for the next month. If they are a no show for the second interview then the committee will not attempt to reschedule the interview and they can reapply in one year. Does not apply if enough advance notice was given so the interviewers knew the interview was canceled.
- d) Community members are encouraged to attend the New Member Orientation, or at the very least go through the a mini orientation about the council and the committees they sit on.
- e) Decisions regarding removal from the council are automatic based on attendance policy.

2) Meeting procedures

- a) Call-in policies
Until more improved technologies for phone participation are available, the facilitating chair shall check in occasionally with persons on the phone. We are working on setting up the phone system such that a person on the phone can press a button once to alert the facilitator that they would like to speak.
- b) Co-chair absence
A stand-in co-chair shall be available for committee and council meetings in case a co-chair is absent. Staff shall send out an email to committee members asking for volunteers. For the full council meeting, an executive committee member will be asked to fill in.
- c) Electronic voting

Electronic voting shall be used for actions that need immediate attention of the committee. It is not appropriate for the full council. If an action item comes up between committee meetings, staff shall send out an email to the whole committee asking if there should be an electronic vote. Staff shall allow 72 hours for all members to vote electronically.

d) Conflict of interest management

Meeting facilitators shall ensure that ample discussion happens before a motion is made so that subject experts have the opportunity to contribute to the discussion. Members in conflict shall not participate in the debate of specific motions once a motion has been made. Members in conflict shall step out of the room during a vote that impacts their specific service areas. There is no conflict of interest when voting for an entire allocations plan. Members in conflict shall not vote on service area standards for which they provide services or serve on the board of agencies that provide these services. Providers shall provide feedback in provider meetings that are a part of the process of the development of standards of care, and shall also provide expert feedback during the discussion that happens prior to a motion at committee or full Council meetings.

3) Conflict resolution between council members

When there is a conflict or dispute between two members, the two members shall meet informally and try to resolve the issue. If a resolution does not occur after a good faith conversation, a resolution committee of three will be selected to meet with both parties and council staff. Each member will select one person from the council to be on the committee. These two selected members will appoint a third person to join the committee. If resolution does not occur at the resolution committee level, then the executive committee will follow Code of Conduct procedures listed in the bylaws.