

**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) Community members who have completed a full term on the council within the last year do not need to go through the interview process. However, if applicants are interested in going through the interview process, then they shall be allowed to do so.
- c) Applicants who fill vacancies for Part A, Part B, Part C, Part D, prevention or the state Medicaid agency will not be interviewed. Applicants will be forwarded to the council for consideration of membership.
- d) Membership & Training Committee interviews shall be conducted with 3 people; one staff person and at least one unaligned consumer to the extent possible.
- e) 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.
- f) Community members are encouraged to attend the New Member Orientation, or at the very least go through a mini orientation about the council and the committees they sit on.
- g) Decisions regarding removal from the council are automatic based on the attendance policy.

2) Meeting procedures

- a) Call-in procedure
Refer to phone procedure document on <http://www.mnhivcouncil.org/membership--training.html>.
- 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. If there is no objection, a co-chair or committee member will move to approve the motion and each committee member will vote aye or no by replying to the email. Staff shall allow 72 hours for all members to vote electronically.

d) Ballots

Ballots are used to elect co-chairs at council meetings or at a committee meeting when there is more than one candidate who meets the criteria. Ballots are tallied by Tellers who are two or more people who are not candidates, and, at council meetings, include at least one member of the Membership and Training Committee, one council co-chair, and one recipient staff person. The Tellers will distribute ballots after nominations are closed and nominees have been given an opportunity to address the council or after an action item has been moved and discussion has ended. Tellers who are voting members will vote themselves and then use a container to pass among the group to collect the ballots (i.e. bag, basket, hat). Voters should not handle any ballot except their own. Current co-chairs may vote since it is by ballot. The Tellers begin counting the votes and fill out the Tellers Report while regular business continues. When finished, the Tellers will notify the presiding co-chair and read the report. The co-chair will repeat the results and declare the winners. Winners need a majority (more than half) of the votes cast, if no one receives a majority, then the vote is taken again – with different colored ballots, if possible. No one is dropped from consideration unless they withdraw voluntarily. If only one person receives the majority on the first ballot, they are elected. On the next ballot, members will vote for only one of the remaining candidate. Co-chairs are elected pending approval of the council.

e) Conflict of interest management

Meeting facilitators shall ensure that ample discussion happens before a motion is made so that subject matter 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 area(s). 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.

4) Attendance notification

The following procedure will occur when a council member who is not on a leave of absence misses meetings of the council or their assigned committee:

Missed meetings during the most recent 12-month period

- At five missed meetings of their assignments, the member will receive a phone call from a Membership and Training Committee member.
- At six missed meetings **of their assignments**, the member will receive a phone call from a Membership and Training Committee member, and an attendance letter from council staff. The co-chairs of the members' assigned committee, and the council co-chairs, will be Cc'd on the email containing the letter.
- At seven missed meetings, the member will receive a letter stating removal from the council and thanking them for their service. The co-chairs of the members' assigned committee, and the council co-chairs, will be Cc'd on the email containing the letter.

Consecutively missed meetings

- At two consecutive missed meetings, the member will receive a phone call from a Membership and Training Committee member, and an attendance letter from council staff. The co-chairs of the members' assigned committee, and the council co-chairs, will be Cc'd on the email containing the letter.
- At three consecutive missed meetings, the member will receive a letter stating removal from the council and thanking them for their service. The co-chairs of the



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members' assigned committee, and the council co-chairs, will be Cc'd on the email containing the letter.