



# Executive Committee Training: Officer Responsibilities and Meetings

*April 24, 2024*



*Our Vision is to eliminate disparities and improve health outcomes for all people living with or at risk for HIV/AIDS.*



*Slides prepared by Behavioral Science Research Corp.*

# Today's Objectives

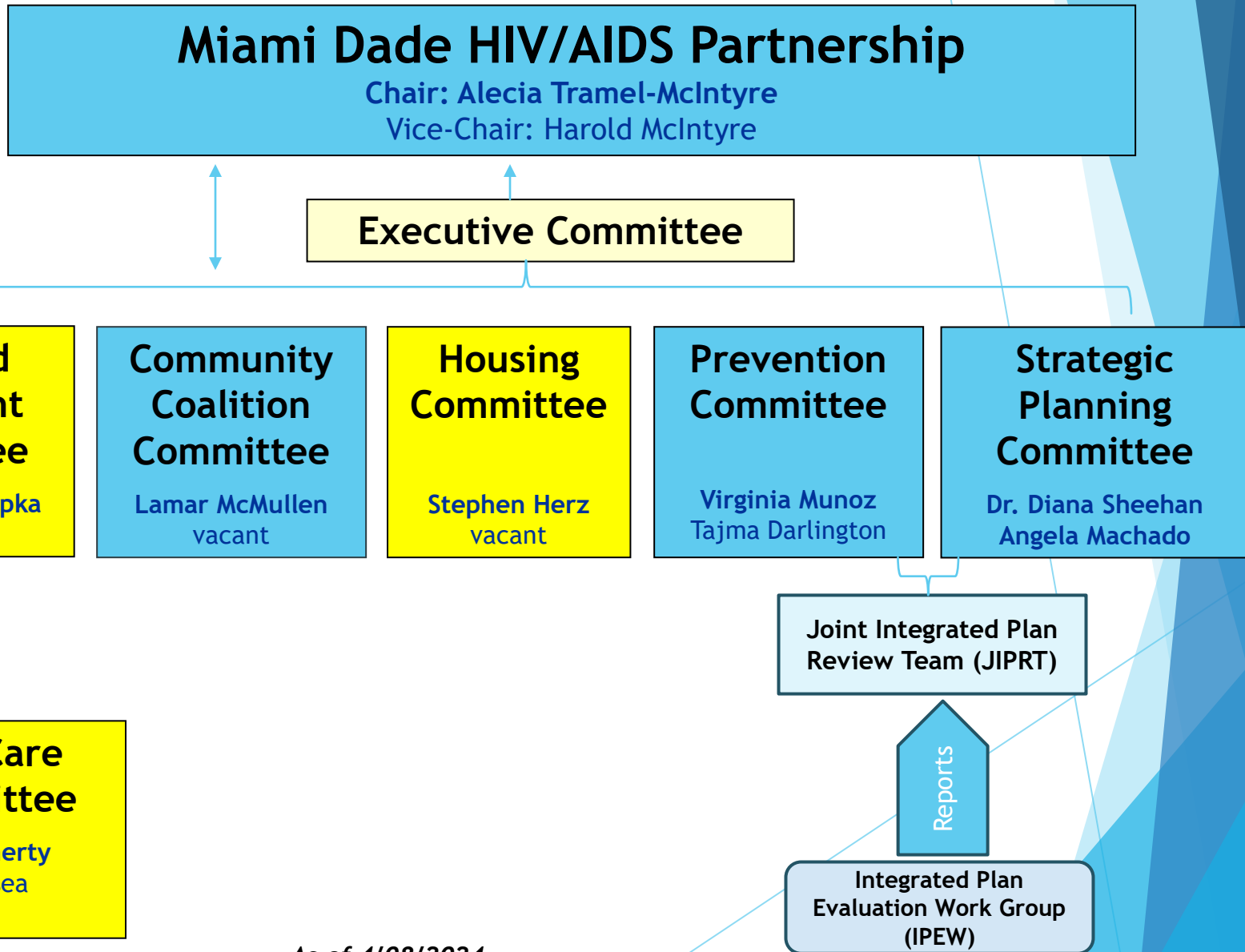
- ▶ Officer roles and responsibilities.
- ▶ Meeting items and preparation for meetings.
- ▶ Tools for facilitating meetings.
- ▶ Decorum and maintenance of order at meetings.



# Officer Toolbox

- ▶ Officer Training
- ▶ Agenda Guide
- ▶ Meeting  
Housekeeping
- ▶ Communication  
with staff

# Partnership Organization and Leaders



As of 4/08/2024

# Characteristics of an Effective Chair

Leadership  
Encouraging  
Accountable  
Team Player  
Respectful  
Concise  
Fair





# Roles and Responsibilities

# Your Roles as an Officer

- ▶ Serve for a period of one year
- ▶ Can be re-elected the following year in January (committees/subcommittee) or March (Partnership).
- ▶ May serve a maximum of two consecutive one-year terms.
- ▶ Of committees and the Partnership are members of the Executive Committee.



# Your Role as a Chair

## Partnership:

- ▶ Can appoint members to committees with ratification by full board.
- ▶ Is a member of all committees and can vote at meetings which they attend.
- ▶ Can represent the Partnership at public or official functions with Partnership approval and may be eligible for reimbursement for travel.
- ▶ Can sign correspondence which the Partnership has authorized.

## Committees:

- ▶ Can sign correspondence which the Committee has authorized, such as committee welcome letters.

# General Responsibilities

- ▶ Reply to meeting notices.
- ▶ Review agendas and reply to staff with updates or corrections.
- ▶ Review meeting materials in advance as posted online.
- ▶ Come prepared to meetings.
- ▶ Assign who will maintain queue during a meeting. (Vice Chair)
- ▶ Arrive to meetings on time and stay throughout the entire meeting.
- ▶ Sign correspondence.

# www.aidsnet.org



Miami-Dade County's Official Ryan White Program Planning Council for HIV Prevention and Care.

**Our vision is to eliminate disparities and improve health outcomes for all people living with or at risk for HIV/AIDS.**

SERVING

**9,071**

people with HIV



**The Partnership**



**Executive Committee**



**Care and Treatment Committee**



**Needs Assessment**



**Medical Care Subcommittee**



**Community Coalition Roundtable**



**Housing Committee**



**Strategic Planning Committee**



**Prevention Committee**



**Integrated Plan and Ending the HIV Epidemic**



**Integrated Plan Evaluation Workgroup**



**Joint Integrated Plan Review Team**



**Partnership, Recipient, and Grantee Reports**



**Get On Board! Planning Council Member Enrichment Training**



**New Member Orientation**



**Join the Partnership!**




**Join a Partnership Committee!**



**RSVP or Contact Us**

# Meeting Responsibilities

- 
- ▶ Maintain decorum at meetings.
  - ▶ Treat others with respect.
  - ▶ Listen when others are speaking.
  - ▶ Ensure the meeting follows Robert's Rules of Order:
    - ▶ Members and guests address the Chair and speak only after being acknowledged by the Chair.
    - ▶ Control the floor so that members speak one at a time and in the order of the queue.
    - ▶ Discussion follows the agenda.
    - ▶ Motions have to be moved, seconded, discussed, and voted.
  - ▶ **USE THE GAVEL!**



# Meeting Flow and Order

# Agendas



- ▶ Agendas outline the topics and leaders of discussion at meetings.
- ▶ Chairs should read the topics listed and discussion leaders.
- ▶ If “All” is listed these items are intended to be addressed by everyone. Chairs should lead and staff can be referenced to give background if needed.
- ▶ An agenda guide will be provided to all chairs and can be as detailed or simplified as requested.
- ▶ All agendas have a similar structure.

Agenda Guide – Strategic Planning Committee  
March 8, 2024

**I. Call to Order**

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**II. Introductions**

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**III. Housekeeping**

Disclaimer & Code of Conduct

- Audio of this meeting is being recorded and will become part of the public record.

Language Matters

- In today's world, there are many words that can be stigmatizing.
- Here are a few suggestions for better communication.
  - Remember People First Language . . . People with HIV, People with substance use disorders, People who are homeless, etc.
  - Please don't say RISKS . . . Instead, say REASONS.
  - Please don't say, INFECTED with HIV . . . Instead, say ACQUIRED HIV, DIAGNOSED with HIV, or CONTRACTED HIV.
  - Please do not use these terms . . . Dirty . . . Clean . . . Full-blown AIDS . . . Victim . . .

General Housekeeping

- Please sign in to be counted as present.
- Please set your phones to mute or vibrate.
- Eligible committee members should see [staff for](#) vouchers at the end of the meeting.

Meeting Participation

- Please raise your hand if you have questions or [to](#) be added to the queue.

Resources

- Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.
- You can find meeting materials online at [www.aidsnet.org](http://www.aidsnet.org) or scan the QR code on your agenda.

**IV. Floor Open to the Public**

Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns: BSR has a dedicated phone line and email for statements to be read into the record. No statements were received.

*Ask if there are any comments from the Public (not for members).*

The floor is now closed for public comment.

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# Agenda Guide

## Officer Toolbox

# Agenda Structure

**Call to order/Introductions:**  
Called upon by preceding officer who hits the gavel, welcomes everyone, indicates start time of the meeting, and request everyone introduce themselves. Introductions should start at the table and then move out to guests.





# Agenda Structure



## Meeting Housekeeping- Strategic Planning Committee

Updated April 10, 2024  
*Behavioral Science Research*

**Meeting Housekeeping:** Provides a general guideline to attendees about language, meeting rules and whom to address questions to at the meeting.

# Agenda Structure

## Floor Open to the Public

“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns.

“BSR has a dedicated line for statements to be read into the record. No statements were received.”

**Floor Open to the Public:** Presiding officers read the floor open to the public statement. This is an opportunity for NON-MEMBERS to address items on the AGENDA. Following the statement by presiding officer and guests make a statement that indicates the floor is closed.

# Agenda Structure

- ▶ **Review/Approval of Agenda:** Presiding officer requests members review the agenda and then request a motion to approve. If anyone has an announcement this would be the time to indicate this.
- ▶ **Review/Approval of the Minutes:** Presiding officer requests members review the minutes and then requests a motion to approve them.
- ▶ **Reports:** Varies by committee but are usually read by the person identified on the agenda.
- ▶ **Standing Business:** Items from a prior meeting.
- ▶ **New Business:** New items to be addressed at the meeting.



# Agenda Structure



- ▶ **Announcements and Open Discussion:** Usually, staff has items to announce such as changes to calendars, activities, etc. As time allows, call for announcements and open discussion.
- ▶ **Next meeting:** The leader indicates the date and location of the next meeting.
- ▶ **Adjournment:** The presiding officer can declare the meeting adjourned or can request a motion to adjourn the meeting.



# Rules

Highlights from Code  
of Conduct, Bylaws  
and Roberts Rules



# Code of Conduct

- ▶ Officers are responsible for maintaining orderly conduct.
- ▶ A queue shall be maintained.
- ▶ Remarks must be made through the presiding officers.
- ▶ No private conversations while business is being conducted.
- ▶ Length of time members are allowed to speak maybe limited by the presiding officer.
- ▶ Presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue.
- ▶ Members shall not delay or interrupt proceedings, or disturb other members when speaking except for the presiding officer to call a member to order.
- ▶ Officers should not monopolize discussion.
- ▶ Any violation of the Code of Conduct may result in removal of a member.

# Bylaws

- ▶ Any person making impertinent or slanderous remarks or who becomes boisterous while addressing members shall be barred from further appearance by the presiding officers, unless permission to address the group is granted by the majority of members present.
- ▶ No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker for their remarks.
- ▶ No signs or placards shall be allowed at meetings.
- ▶ Persons exiting will do so quietly.
- ▶ The use of cell phones is not permitted. Use of pagers is restricted. Electronic devices must be set to silent.
- ▶ Individuals who must take a call shall exit the meeting to answer incoming cell phone.

# Robert's Rules of Order

- ▶ The Partnership, its committees, subcommittees, and workgroups must all abide by Robert's Rules of Order.
- ▶ A member must be recognized by the Chair in order to make a motion.
- ▶ Motions should not be made in the negative.
- ▶ Officers do not make motions. The Vice-Chair can second motions if not acting as Chair.
- ▶ We are next going to walk you through a sample of how motions are made.



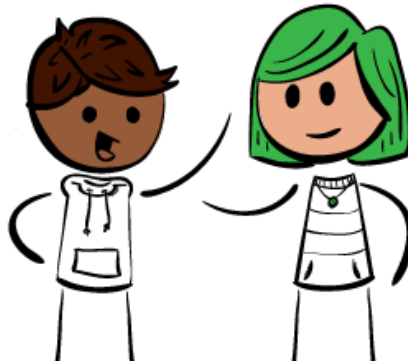
# Robert's Rules of Order (Call for Motion)

When a discussion topic requires an action, officers should summarize the topic and **call for a motion**. A motion must be moved (stated clearly) and then seconded.

Sample script:

**Officer:** We have reviewed the data. Is there a motion to approve the report?

**Member 1:** So moved. *or* I move that we approve the report as presented.



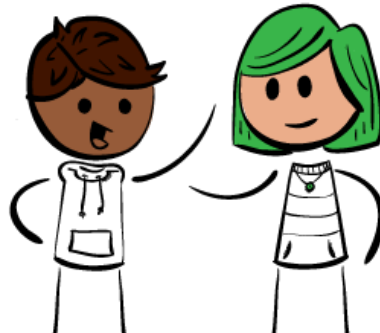
**Member 2:** Second. *or* I second the motion.

# Robert's Rules of Order (Moving and Seconding)

Officers should acknowledge who is moving and seconding motions to clarify the record. They should also announce if there are no seconds for motion. If no one “seconds the motion”, the motion dies and should be announced as such.

Sample script:

**Officer:** The motion was made by Jane Doe and seconded by John Doe.



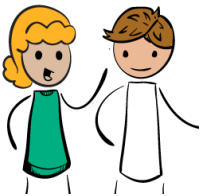
# Robert's Rules of Order (Discussion and Summarizing)

Discussion is held after the motion is made and before calling for the vote.

Officers should summarize the motion and call for discussion before calling for the vote.

Sample script:

**Officer:** The motion is to approve the report as presented. Is there any further discussion?



**Member:** I call the question. *All discussion is concluded.*

**Officer:** All in favor? All opposed?

# Robert's Rules of Order (Voting)

Allow staff to record the motion and confirm all members have voted in favor or against.

If a motion DOES NOT carry a majority vote , the motion fails and should be announced.

If a motion DOES carry a majority vote, the motion passes and should be announced.

Sample script:

A red rectangular stamp with the word "FAILED" in white, slanted slightly to the right.

**Officer:** The motion failed.



**Officer:** The motion passed.

# Questions?

## BSR Staff Contacts

**Marlen Meizoso** (*Habla Español*)

*Project Manager / Research Associate*

Assignments:

- Care and Treatment
- Needs Assessment
- Housing
- Medical Care Subcommittee
- Executive
- New Member Orientation

*Behavioral Science Research Corp.*

*2121 Ponce de Leon Blvd.*

*Suite 240*

*Coral Gables, FL 33134*

**Christina Bontempo**

*Project Manager / Community Liaison*

Assignments:

- Partnership
- Prevention
- Strategic Planning
- Integrated Plan
- Community Coalition

**305-445-1076**

[mdcpartnership@behavioralscience.com](mailto:mdcpartnership@behavioralscience.com)

