

Membership Renewal

I. Objectives for the Council Member Renewal Process are to:

- 1) Decide if a Council Member seeking renewal (the Renewal Applicant) remains on the Council for another term
- 2) Obtain feedback from the Renewal Applicant on her/his Council experience
- 3) Provide the Renewal Applicant feedback on his/her Council participation

II. Steps for the Council Member Renewal Process are:

- 1) The Renewal Applicant will submit a completed "Renewal Application", including the completed "Renewal Questions" (Attachment A: "Renewal Application") to Council staff or to the Membership Committee at least one month prior to the expiration of the Council Member's term.
- 2) The Membership Committee will:
 - a) Assess the Renewal Applicant re: Member "Good Standing" Standards (i.e. not on probation), to be defined by the following criteria, per the Council Member Job Description Qualifications:
 1. Inclusion/membership in a specified category per legislation including CDC and HRSA guidelines
 2. Ability to communicate opinions freely, honestly, and respectfully
 3. Commitment to adhere to rules and regulations of Council
 4. Ability to operate/function at a level adequate to contribute and participate in Council activities.
 - b) Review and clarify the Renewal Applicant's completed Renewal Application
 - c) Offer the Renewal Applicant the opportunity to have a dialogue with and give additional feedback to the Membership Committee. Additional feedback may also be provided in writing as an attachment to the Renewal Application.
 - d) The Membership Committee will discuss and vote on the recommendation to renew the Renewal Applicant.
- 3) The Membership Committee's motion for renewal will be brought to the next Full Council meeting for a discussion and vote.

4) In the event of a nonrenewal the Steering Committee will review the decision made by the Membership Committee.

Renewal Questions:

1. What is your primary reason for seeking renewal on the Council?

2. Did your service on the Council turn out to be what you expected?

Yes No

Please explain:

3. What Committee(s) and Workgroup(s) did you serve on, and what did you learn / how did you benefit from your Committee/Workgroup involvement?

4. What do you think you have contributed to the Council and Committee(s)/Workgroup(s)?

5. Would you be interested in serving in a leadership role on the Council?

Yes No

Please explain:

Signature:

By signing this Renewal Application I certify that all information contained herein is true and accurate to the best of my understanding. I also certify that I have read and understand the membership requirements outlined in the HIV Community Planning Council's bylaws and Policies and Procedures, and if accepted for membership renewal, I will fulfill all membership requirements as put forth in the HIV Community Planning Council's bylaws and Policies and Procedures.

Signature (required)

Date submitted

Thank you for your service on the Council!