# Florida HIV/AIDS Comprehensive Planning Network

## NOMINATION PROCESS

### From Nomination ➔ to Member-Elect ➔ to Member

### Timeline

**NOTE TO PARTNERSHIPS:** Partnership nomination procedures and bylaws must be in accordance with this timeline.

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>June/July</td>
<td>Local Community Planning Partnerships should complete their local nomination process for new members, when applicable.</td>
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<tr>
<td>August</td>
<td>By the last week in August (at the latest) the Community Planning Partnership chairperson should mail a nomination letter and all membership forms to the Community Planning Coordinator for review by the DOH Internal Workgroup.</td>
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| September | All nomination letters and all membership forms are due to Tallahassee by September 1 to be reviewed, then submitted to the Section Administrator for approval.  
All first term nominees receive the title of “member elect.” |
| October | All members-elect participate in an orientation conference call with the Community Planning Coordinator.  
All members-elect begin to receive FCPN mail outs and begin to participate in monthly committee conference calls. |
| November | Members-elect attend orientation. (Nov. Meeting)  
All current members and members-elect should be in attendance at the November meeting.  
“Current” members (members whose terms are not ending, or re-elects) retain voting privileges and complete old business. |
| Day 1 Meeting | Members-elect become full members, obtain voting privileges and outgoing members step down. |