

Maricopa Association of Governments  
Human Services Technical Committee  
Draft Nominating Procedures

Officers

1. The HSTC shall elect a Chair and Vice-Chair at the January meeting, or as soon thereafter as may be practical. The Chair and Vice-Chair shall not represent the same entity.
2. The officers shall serve for a two-year term, or until their successors are selected. Officers may serve up to three consecutive terms.

Terms

1. Officers will serve a two-year term.
2. Positions will rotate to achieve geographic balance.
3. Time spent filling the remaining balance of another officer's term shall not count against one's own term.

Duties and Responsibilities

1. Chair:

Preside at all HSTC meetings, form stakeholder groups, determine meeting agenda items and all other duties consistent with the position. The Chair is a non-voting member of the Human Services Coordinating Committee (HSCC) and is expected to attend the meetings of the HSCC. According to the policy of the Arizona Department of Economic Security, an HSTC member representing an entity that directly receives Social Services Block Grant (SSBG) funds to provide services is ineligible to serve as HSTC Committee Chair.

2. Vice-Chair:

In the absence of the Chair, the Vice-Chair shall exercise the duties and responsibilities of the Chair. If the Vice-Chair represents an agency that contracts with DES for SSBG funding, the Vice-Chair shall not chair any meeting when action is being taken on allocation recommendations.

Nominating Procedure

1. Process:

Upcoming elections will be posted on the agenda and distributed according to open meeting law. Any nominations received will be announced at the meeting. Additional nominations will be accepted at the meeting for the vote. The Committee will vote on the new leadership after all nominations have been discussed at the meeting.

2. Chair:

The Chair position will alternate between the East Valley and the West Valley members that do not receive SSBG funding. Representatives from the City of Phoenix, Maricopa County and from the Arizona Department of Economic Security (DES), per DES policy, cannot be included in the Chair rotation because they directly receive SSBG funds. If they discontinue receiving funds, then their representatives would be eligible to serve as the Chair.

3. Vice Chair:

The Vice Chair may be a representative from a member agency that directly receives SSBG funding. Candidates for Vice Chair are not limited to this group. If the Vice Chair represents an agency from the East or West Valley, geographic balance will be maintained with the Chair position.

Approval and Changes

1. These Operating Procedures will become effective upon approval of the HSTC and ratification by the HSCC.
2. These Operating Procedures may be changed upon approval of the HSTC and ratification by the HSCC.