

**Timeline/Procedure for Filling Vacancies on the
Human Rights Advisory Commission
HRAC Nominating Committee
Health & Human Services Advisory Council**

August 2020: HRAC & DHS seeks/selects volunteers to **sit on Nomination/Interview Committee**

By September 25, 2020:

1. Human Rights Advisory Commission (HRAC) Chair works with HRAC Coordinator to **update media** ads. HRAC Coordinator forwards ads (including but not limited to): HRAC Commissioners, Towns, Cape Cod Times, Brazilian Press, Dept. of Human Services (DHS) e-newsletter and other news outlets, announcing vacancy(s). **Extensive notification efforts** are made to expand outreach to **diverse populations** and providers. Note: Be sure to include that this is a **non-paid, volunteer position**. **Deadline date of 10-16-20** for receipt of resumes/cover letters to the HRAC in ads, along with contact name, phone # for questions & inquiries.
2. HRAC **collects, date stamps and reviews** resumes/cover letters received.
Note: **NO** resumes/cover letters will be accepted for consideration after the deadline date.
3. DHS **activates HRAC Nomination Committee** and recruits new members
4. HRAC Coordinator **forwards resumes, candidate info, screening tool and list of interview questions** via email to Nominating Committee & HRAC leadership. (Nominating Committee may express recommendation to interview all candidates.) HRAC Coordinator will schedule Nominating Committee **virtual meeting to review individually completed screening tools and select candidates for interviews**.

Week of October 26, 2020 - INTERVIEWS:

5. HRAC Coordinator will **schedule date, time, and location for virtual candidate interviews**.
6. After all interviews and screening tool have been completed, Nominating Committee and HRAC leadership will **discuss interviewed candidates and make recommendations** to Chair of HHSAC of candidates to fill vacancy(s).
7. Nominating Committee Chair **will send a letter** to the Health and Human Service Advisory Council (HHSAC) Chair with a copy to the Chair of the Human Rights Advisory Commission and DHS, with **recommended nominee(s)** to fill vacancy(s).
8. Director of Human Services will **forward list of recommended candidates for appointment to the Barnstable County Commissioners**. HRAC members and HRAC Coordinator will also be informed.
9. **Nominating Committee Chair**, with assistance from HRAC Coordinator, will **send a letter to each applicant advising them of the committee's final decisions:**
 - a) **regret**, b) **appointment**, or c) **regret with invite for inclusion** in other areas of the HRAC.

Early November:

HRAC requests selections of new HRAC Commissioners be put on **County Commissioners agenda asap** so that **appointment process can be completed, and new HRC Commissioners are oriented and ready to begin their term in January 2021**.

HRAC Coordinator **will handle logistics for swearing in ceremony for new Advisory Commission members**.

HRAC will maintain files of all documents used in this process.