

## **By-Laws of the Florida HIV/AIDS Prevention Planning Group (PPG)**

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### Article 1 – Name of Group

“Florida HIV/AIDS Prevention Planning Group”

### Article 2 – Object of the Group

To facilitate and coordinate the community planning process and to develop, write and submit to the Centers for Disease Control and Prevention (CDC) an HIV/AIDS prevention plan for the state of Florida.

### Article 3 – Members

#### **Section One**

**MEMBERSHIP:** There will be a maximum of twenty-three (23) members which will include the following:

14 Community (non-DOH) members

5 Department of Health members

3 At-large members, The At-large appointed membership will be

reflective of the state of Florida HIV/AIDS epidemic profile and the need for expertise in the areas of Behavioral Science, Youth, PLWHA, Jail-Corrections and/or Substance Abuse. The full body membership of the PPG will determine which areas of specialty the membership will adopt for representation of the group.

1 Department co-chair

#### **Section Two**

**APPOINTMENT OF MEMBERS:** Community members will be nominated by the local areas and DOH members will be nominated by the local HIV/AIDS Program Coordinator. All members will be appointed by the Chief of the Bureau of HIV/AIDS. Appointments are based on several factors which facilitate Parity, Inclusion, and Representation (PIR). These factors include race/ethnicity, age, gender, exposure categories, disease status, partnership experience, and guidance expertise.

#### **Section Three**

**RESIGNATION OF MEMBERS:** Upon the resignation of a member, the alternate will become the regular voting member, and a new alternate will be nominated and, subsequently, appointed by the Chief of the Bureau of HIV/AIDS based on the nomination.

**Section Four**

ALTERNATE ROLE: The alternate may attend and vote at a regular PPG meeting if the appointed member is not present.

Article 4 – Officers

**Section One**

COMMUNITY CO-CHAIR: The Community Co-Chair will be elected from among the community and at-large members at the initial PPG meeting. All members may vote. Subsequent Community Co-Chair elections will occur either 1 year after the initial election or 2 years after the initial election. Then, Community Co-Chair elections will occur at 2-year intervals. The DOH members will not be eligible to become the Community Co-Chair.

**Section Two**

DEPARTMENT CO-CHAIR: The Chief of the Bureau of HIV/AIDS will appoint the Department Co-Chair. The community members are not eligible to become the Department Co-Chair.

**Section Three**

TERM LIMITS: Officers may not serve more than two consecutive terms.

**Section Four**

VACANCIES: If a vacancy occurs in the Community Co-Chair position, a new election will take place for the Community Co-Chair. If a vacancy occurs in the Department Co-Chair, the Chief of the Bureau of HIV/AIDS will appoint a new Department Co-Chair.

**Section Five**

CONFLICT BETWEEN CO-CHAIRS: If a conflict should occur between the Co-Chairs, the remainder of the PPG membership will decide the issue by a simple majority vote.

Article 5 – Meetings

**Section One**

REGULAR MEETINGS: There will be a minimum of three regular meetings of the PPG each year.

**Section Two**

ANNUAL MEETING: The annual meeting of the PPG is the first meeting of the calendar year. This is when regular elections will take place.

**Section Three**

QUORUM: Twelve members present will constitute a quorum.

Article 6 – Executive Committee

**Section One**

EXECUTIVE COMMITTEE MEMBERSHIP: The Executive Committee will consist of the two Co-Chairs and the chairs of the committees.

**Section Two**

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of the Executive Committee are:

- 1) Provide conflict resolution within the PPG.
- 2) Interact via face-to-face meetings and telephone conference calls with the Florida HIV/AIDS Comprehensive Planning Network Executive Committee, Co-Chairs of the Patient Care Planning Group, Hepatitis Group, Local CPP members, Area Planners, and the PLWHA Advisory Group (once established) as necessary and as requested by the Bureau of HIV/AIDS.

**Section Three**

EXECUTIVE COMMITTEE MEETINGS: Executive Committee meetings will occur as necessary or as mandated in the Policies and Procedures document developed by the PPG.

Article 7 – Committees

**Section One**

NOMINATIONS AND MEMBERSHIP: A Nominations and Membership Committee will be established and made up of PPG members.

**Section Two**

OTHER COMMITTEES: Other committees may be appointed by the Co-Chairs as needed or requested.

Article 8 – Parliamentary Authority

Robert's Rules of Order will govern the Florida HIV/AIDS Prevention Planning Group except where otherwise noted in these by-laws.

Article 9- Amendment of by-laws

The by-laws of the PPG may be amended by a two-thirds vote of the members. Any proposed changes will be brought to the attention of the members at least 30 days before the vote to change is made.

Article 10- Dissolution

The Department of Health, Bureau of HIV/AIDS at any time, may dissolve the Florida HIV/AIDS Prevention Planning Group.