

BYLAWS  
OF THE DELAWARE HIV PLANNING COUNCIL

Adopted June 2, 2015

**Article I: Name and Establishment**

**Section 1.** The name of this Society shall be the Delaware HIV Planning Council, hereafter referred to as the “HPC,” or “the Council.”

**Section 2.** The HPC shall be established by the Delaware Division of Public Health. The Division of Public Health shall be the Grantee of awards made available through the U.S. Center for Disease Control and Prevention (CDC), and the U.S. Health Resources and Services Administration (HRSA) for the prevention and treatment of HIV within the State of Delaware.

**Article II: Object**

The object of the Council is to act as a community-based advisory group to the Delaware Division of Public Health providing feedback regarding the Division’s HIV prevention and treatment activities; develop a council membership that is inclusive and diverse; and to institute an evaluation process to ensure that Delaware’s HIV Care & Prevention programs are meeting the federal standards in the pursuit of ending the HIV/AIDS epidemic in the state.

**Article III: Members**

**Section 1. *Maximum Membership.*** The membership of the HPC shall be limited to thirty-five (35) members.

**Section 2. *Composition.*** The HPC will consist of representatives from a set of specific categories that reflect priorities of both the CDC Division of HIV/AIDS Prevention and the HRSA Ryan White HIV/AIDS Program. Membership shall mirror the diversity of Delaware’s HIV epidemic, but membership is not limited to these categories, and some categories may not be represented. Membership of the HPC will include representatives of other Ryan White Parts<sup>1</sup> funded in Delaware.

**Section 3. *Member Nomination.*** Members will be recruited and selected through an open application process; proactive recruitment will be used, as needed, to ensure a diverse

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<sup>1</sup> To include: Ryan White HIV/AIDS Programs (RWHAP) Part B – States and Territories; RWHAP Part C – Community-Based Programs; RWHAP Part D – Women, Infants, Children, and Youth with HIV/AIDS and Their Families; and, RWHAP Part F – Special Projects of National Significance.

membership, which reflects the epidemic in Delaware, and provides perspectives from multiple disciplines. HPC members will work to maximize engagement of consumers of prevention and care services as active members of the Council.

**Section 4. *Review of Applications.*** HPC applicants shall fill out a Membership Application Form, which will not be overly complex, but will have an ability to ensure applicants meet eligibility criteria and denotes all expectations of Council members. It shall be the responsibility of the Membership & Community Engagement Working Group to review HPC member applications through a rolling process, allowing new members to fill vacant Council positions throughout the year.

**Section 5. *Terms.*** Members will serve two-year terms. Upon the completion of each term of service members may be re-nominated to serve additional terms, in perpetuity. Council members who held voting privileges prior to April 1, 2015, shall reapply for membership so as to create a newly designated Council when the new structures, policies, and procedures go into effect in the new contract period.

**Section 6. *Appointments.*** Members will receive a letter of appointment from the Government Co-Chair that specifies the beginning and ending dates of their two-year term.

**Section 7. *Orientation.*** All members of the HPC will be voting members. Members will receive full voting privilege following the completion of new-member orientation.

**Section 8. *Attendance.*** Members are expected to attend HPC meetings regularly.

**Section 9. *Stakeholders.*** Rather than non-voting members, the HPC will have stakeholders, including consumers of HIV prevention and care services, representatives of faith- and community-based organizations, educational institutions, representatives of the business community, etc. There will be no limit to the number of stakeholders. Stakeholders shall be allowed to be on the mailing list to receive HPC materials, attend meetings of the Council, and welcomed to participate as working group members. It shall be the responsibility of the Membership & Community Engagement Working Group to participate in active outreach to a wide range of potential stakeholders, finding them where they are – and going to them as needed – to obtain their input.

#### **Article IV: Officers**

**Section 1. *Officers and Duties.*** The officers of the Council shall be a Government Co-Chair, and two elected Community Co-Chairs. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the HPC.

**Section 2. *Designation of Government Co-Chair.*** The Government Co-Chair shall be a representative from the Delaware Division of Public Health. The position shall rotate between

the Ryan White Part B Administrator, or designee, and the HIV Prevention Program Administrator, or designee.

**Section 3. *Election of Community Co-Chairs.*** The Community Co-Chairs shall be elected by the Council. Elected HPC Co-Chairs will serve terms of two-years, and may be elected for consecutive terms in perpetuity. In 2015, the year following the adoption of these bylaws, both Community Co-Chairs will be chosen through a full election process; one will serve a one-year term, and the other will serve a full, two-year term, to allow for the creation of staggered terms.

#### **Article V: Meetings**

**Section 1. *Regular Meetings.*** The HPC shall hold no less than six regular meetings annually, held in regular intervals as determined by the Delaware HIV Consortium's manager of HIV/AIDS Community Planning, with input from the Executive Committee. Meetings shall be inclusive to all members of the general public unless otherwise ordered by the Council.

**Section 2. *Location.*** Meetings shall be held in Dover unless ordered by the Council.

**Section 3. *Quorum.*** Fifty-percent (50%) of current HPC members plus one member shall constitute quorum.

**Section 4. *Food.*** A light lunch shall be provided at all Regular Meetings of the HPC. If grant funds are not sufficient to provide for such a lunch, private funds shall be used to facilitate this requirement.

**Section 5. *Working Group Meetings.*** Meetings of HPC Working Groups will be held as needed to accomplish the tasks of the working group in a thorough and timely manner. It shall be the responsibility of the Executive Committee, or the designee thereof, to call meetings of HPC Working Groups. Meetings of all working groups will be held at a location that will allow for the greatest involvement by group members.

#### **Article VI: Executive Committee**

**Section 1. *Board Composition.*** The Officers of this society shall constitute the Executive Committee.

**Section 2. *Board Duties and Powers.*** The Executive Committee shall host meetings of the full Council; have general supervision of the affairs of the Council between its business meetings; fix the hour and place of meetings; make recommendations to the Society; and, perform such other duties as are specified in these bylaws. Additionally, the Executive Committee is responsible for conducting an annual evaluation of the community planning process, and generating "Letters of Appointment," which specifies the beginning and ending dates of the two-year terms served by HPC members.

#### **Article VII: Working Groups**

**Section 1. *Membership & Community Engagement Working Group.*** The Membership & Community Engagement (MCE) Working Group shall be appointed by the Executive Committee. It shall be the duty of the MCE to review the Council's membership on a regular basis to evaluate its diversity to ensure that it reflects the HIV/AIDS epidemic in Delaware; develop and offer an orientation to HIV/AIDS Community Planning for new or prospective members of the Council; and, address consumer participation in the planning process.

**Section 2. *Testing & Linkage to Care Working Group.*** The Testing & Linkage to Care (TLC) Working Group shall be appointed by the Executive Committee. It shall be the duty of the TLC to provide a forum for Council members to critically analyze HIV Testing and Linkage-to-Care services being provided in the state; collect data to quantify its successes or failures; and, provide feedback and recommendations to the Council to improve service delivery. Additionally, the TLC will participate in updating the Delaware HIV/AIDS Resource Guide.

**Section 3. *Retention & Viral Suppression Working Group.*** The Retention & Viral Suppression (RVS) Working Group shall be appointed by the Executive Committee. It shall be the duty of the RVS to provide a forum for Council members to critically analyze HIV treatment and care services being provided in the state; collect data to quantify its successes or failures; and, provide feedback and recommendations to the Council to improve service delivery. Additionally, the RVS will participate in updating the Delaware HIV/AIDS Resource Guide.

**Section 4. *Systems of Care Working Group.*** The Systems of Care (SoC) Working Group shall be appointed by the Executive Committee. It shall be the duty of the SoC to use information gathered by all other standing committees to prepare White Papers; explore how external changes affect the system of care at all points along the Gardner Cascade; and, address broader issues affecting HIV/AIDS treatment and care in Delaware.

**Section 5. *Other Committees.*** Such other committees, standing or special, may be established by the Council as it shall from time-to-time deem necessary to carry on its work. Their members shall be appointed by the Executive Committee unless this rule is suspended by a two-thirds vote before their appointment.

**Section 6. *Working Group Management.*** Working groups are founded to facilitate the completion of the Council's mandated deliverables. It shall be the purview of the Council to combine working groups, and expand or restrict the roles and responsibilities of one or more working groups, as needed, in the completion of these tasks.

### **Article VIII: Memorandum of Understanding**

The work of the HPC shall be guided by a Memorandum of Understanding (MOU), developed and approved by the HPC, the Consortium, and the Delaware Division of Public Health. This MOU shall document the roles and responsibilities of each party; how communications will occur between each party; what reports, updates, and other information they will provide to each

other; and the timeline for providing this information, as well as a process for resolving conflicts among the parties. It shall be the responsibility of the Executive Committee, or a designee, to act as representatives of the HPC in the development of the MOU.

### **Article IX: Management and Operations**

**Section 1.** The HPC shall be supported by the Delaware HIV Consortium under the supervision of the Delaware Division of Public Health.

**Section 2.** The Delaware HIV Consortium's (hereafter referred to as "the Consortium") Manager of HIV/AIDS Community Planning shall provide day-to-day management of the HPC and provide the Council complete technical and logistical support. To fulfill this task the Consortium shall work to maximize the meaningful engagement of community persons in the development and implementation of HIV/AIDS services in Delaware by: offering input and assistance in the needs assessment process; reviewing and discussing data from varied sources; and, providing input and assistance to the Delaware Division of Public Health in preparing the integrated HIV plan and the Statewide Coordinated Statement of Need – both in the prevention and treatment arenas.

### **Article X: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

### **Article XI: Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the Society by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.