

**Washington State Department of Health
HIV Client Services
Ryan White Part B Community Programs
Planning Group Bylaws**

NAME

The Washington State Ryan White Community Programs Planning Group is referred herein as the CPPG or the Planning Group.

MISSION

To improve access to, and the quality of, Ryan White Part B Community Program services throughout Washington.

PURPOSE

The purpose of the Ryan White Part B Community Programs Planning Group is to use data and experience to review and recommend programmatic improvements, modifications, and expansions and to provide guidance to the HIV Client Services Community Programs team.

MEMBERSHIP

Terms

Community Programs Planning Group members shall be appointed for a two (2) year term of office with terms staggered to maintain balanced representation and consistency. A member has the option of petitioning the group for an extension of two (2) year after the completion of the member's first term.

Members whose representative status is tied to their place of employment or representation on another committee must vacate their CPPG position if they leave the affiliated position, if a member-at-large position is open they may petition the group to remain as a member-at-large for the remainder of the term.

Representation

- The Community Planning Coordinator will serve ex-officio to staff the committee and support facilitation of meetings. If the position of Community Planning Coordinator is vacant, the HIV Client Services Program Manager will serve or appoint another staff member to serve.
- The Statewide Prevention Planning Group shall nominate one (1) member who is not a DOH employee.
- The Early Intervention Program Steering Committee shall nominate one (1) member who is not a DOH employee.
- At least four (4) Ryan White Part B Community Program consumer representatives will be selected; at least two (2) shall be from Eastern Washington and at least two (2) shall be from Western Washington.

- Two (2) members shall be representatives from HIV Medical Case Management agencies funded under Ryan White Part B; one (1) shall be from Eastern Washington and one (1) shall be from Western Washington.
- At least two (2) members from other Ryan White Parts will be selected. This may include a Part C clinic, with a location outside of the Seattle TGA, patient or provider; a Part D Network provider or consumer; a Part A Planning Council member; or a Part B MAI project site service provider.
- At least one (1) member associated with a Housing Opportunities for People with AIDS (HOPWA) program shall be selected.
- The Secretary may appoint other members to help assure diversity of representation and opinion on the committee.

Attendance and Absences

Members are expected to attend at least three (3) meetings per year. If a member misses a second meeting in a one (1) year period, the Community Planning Coordinator and the CPPG Chair will meet with the member to confirm their continued commitment to the group.

If a member cannot attend, they are to:

- Inform the Community Planning Coordinator and Chair as soon as possible that they will be unable to attend.
- Provide input on scheduled topics to the Community Planning Coordinator prior to the meeting. They are also welcome to send input with another member. No one may vote on behalf of another member.
- Request to participate via phone/web on a limited basis when possible. Members may not attend via phone/web regularly and these technologies should only be used under special circumstances.

Role

- Reviewing and recommending guidelines and operational policies of the HIV Client Services Ryan White Part B Community Programs
- Recommending further program expansion, if appropriate
- Recommending principles and policies to guide program reductions should budget constraints exist
- Linking with other agencies and groups providing HIV services to better coordinate HIV care and prevention activities

MEETINGS

Regular meetings

Regular meetings of the Community Programs Planning Group shall be held at least quarterly. All regular meetings of the CPPG shall be open to the public, under terms of the Washington State Open Meetings Act (RCW 42.30). Written minutes of each meeting shall be taken and approved minutes shall be public documents. Agendas for regular meetings shall be posted to

HIV Client Services' website and emailed to participants no later than 10 working days before the scheduled meeting. No action may be taken on any item not included on the agenda of the regular meeting.

Special meetings

Special meetings may be held on call of both Co-Chairs. The notice of such a meeting shall be in writing and mailed to Community Programs Planning Group members, and to others who have requested notice of meetings, by first class mail and via electronic mail, not less than three working days prior to the meeting. Such call shall include an agenda setting forth the subject matter of the meeting.

Quorum

At any Community Programs Planning Group meeting, the presence of a majority of the appointed members, that is, one more person than half of the current appointed membership shall be necessary to constitute a quorum for purpose of making a formal recommendation.

Voting

At any meeting, each member shall be entitled to one vote upon any question before the Community Programs Planning Group. Members may choose to send a representative to Community Programs Planning Group meetings in their anticipated absence, but representatives may not vote.

Minutes

Community Programs Planning Group staff shall prepare a draft of the minutes of each meeting, stating the action(s) taken at such meeting, and shall submit them to members as expeditiously as possible for their review. Members proposing a correction to the minutes shall either submit the correction in writing to the staff or may propose a correction at the meeting at which the minutes are subject to approval. Draft minutes, clearly dated and marked draft, may be distributed upon request to interested parties.

Facilitation Team

The facilitation team of the CPPG consists of the Chair, Vice-Chair, and Community Planning Coordinator. They are responsible for:

- Setting the agenda for the meetings;
- Ensuring that there is an accurate record of each meeting and having minutes reviewed and approved by committee members
- Establishing and maintain an attendance keeping mechanism for meetings and unexcused absences

Chairing Structure

CPPG meetings will be facilitated by a Chair and Vice-Chair.

The term of each position shall be for one (1) year. At the end of the term, the immediate past Vice-Chair will become Chair and a new Vice-Chair will be elected. Elections for Vice-Chair will be held in July and terms will begin in October. If a Chair or Vice-Chair resigns,

nominations shall be announced at the next CPPG meeting and elections will be held at the following regularly scheduled meeting.

The role of the Chair and Vice-Chair is to:

- Set the agenda with assistance from the Community Planning Coordinator
- Facilitate meetings
- Ensure that minutes are approved by the Planning Group
- Evaluate the urgency of the item and schedule accordingly for agenda items introduced at the beginning of meetings
- Set time limits and priorities for discussion during meetings, including recognition of the members of the public wishing to speak to agenda items
- Perform all duties incidental to carrying out the functions of the position

Community Planning Coordinator

The role of the Community Planning Coordinator is to provide support to the CPPG. This support may include preparing handouts, giving reports and updates, ensuring meeting space, technical support, distributing CPPG agenda and minutes in a timely fashion, maintaining CPPG records and web presence, announcing meeting times and places to the public, securing topic experts when necessary, managing travel, and other duties as necessary. The Community Planning Coordinator assumes the responsibilities of the Vice-chair in the absence of the either Chairs at a regularly scheduled meeting.

The Community Planning Coordinator may not serve as elected Chair or Co-chair and only serves in these positions in interim due to absence or vacancy.

SUBCOMMITTEES AND MEMBERSHIP

Standing and ad hoc subcommittees will be formed as necessary.

Subcommittees of the Community Programs Planning Group may be created at any time by resolution of the CPPG to meet the operational needs of the group. Subcommittees may be composed of people outside the CPPG'S membership. Any such subcommittee shall have such powers and duties, and its membership shall be constituted, as the CPPG may determine. Chairs or Co-Chairs of all subcommittees shall be Community Programs Planning Group members. Any minutes or reports from subcommittee meetings shall be transmitted to Committee members.

Standing Subcommittees will be created as needed and are defined as subcommittee that is expected to last at least one (1) year and meet regularly to achieve its goals.

Ad hoc subcommittees will be created as needed and are defined as a subcommittee that is expected to last no more than one (1) year and will meet as needed to achieve its goals.

OFFICIAL COMMUNICATIONS AND REPRESENTATION

Only the Chair, Vice-Chair, or individuals authorized by the Community Programs Planning Group may communicate to the public issues under review by the Community Programs Planning Group or decisions of the CPPG.

In public forums only the Chairs or their designee speaks for the Community Programs Planning Group. If other members who speak out on issues refer to their membership on the Community Programs Planning Group, they are expected to make clear that their views are not necessarily those of the CPPG. The Co-Chairs and members have a special duty to ascertain and assure as far as possible that personal comments or statements regarding CPPG action/discussion provide accurate information and do not misrepresent actions taken by the Committee. The Co-Chairs shall be notified when such formal statements are made.

AMENDMENTS

The Community Programs Planning Group shall have the power to recommend alterations, amendments, or the repeal of articles at any meeting at which a quorum is present, providing that written notice of the proposed change is posted at least seven calendar days prior to such a meeting. A two-thirds majority shall be required to amend articles.