

PPG BYLAWS

Adopted April 2004

Revised August 2006

Revised April 2008

Revised March 2010

Revised November 2011

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

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, Transgender 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 Communicable Diseases. 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. If you are a community member and you become a department of health employee, you should give up your position and your alternate takes the position.

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 Communicable Diseases based on the nomination.

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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 was elected from among the community and at-large members at the initial PPG meeting. All members may vote. Subsequent Community Co-Chair elections did 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. In order to be elected Community Co-Chair, including re-election, that individual must hold one of the 17 member seats (non-DOH) at the time of election as described under Article 3 Section 1 of these bylaws. The DOH members will not be eligible to become the Community Co-Chair. When elected as Community Co-Chair, you retain your vote from your elected area/at-large seat.

Section Two

DEPARTMENT CO-CHAIR: The Chief of the Bureau of Communicable Diseases will appoint the Department Co-Chair. The community members are not eligible to become the Department Co-Chair & the Department Co-Chair only votes in the event of a tie.

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 Communicable Diseases 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; one must be face to face and the other two can be electronic meetings (web based or conference calls which count for attendance).

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ANNUAL MEETING: The annual meeting of the PPG is the first meeting of the calendar year. Election of the Community Co-Chair shall take place on the second day of the meeting and then s/he take office on the second day of the meeting.

Section Three

QUORUM: Twelve members present will constitute a quorum.

Section Four

REPLACEMENT OF MEMBER: In the event that an area/at-large seat has NO representation at the table or on a conference call or web based call, (representative or alternate) for two (2) consecutive meetings, that seat shall be considered vacant. See Article 3, Section 3.

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 Consumer Advisory Group as necessary and as requested by the Bureau of Communicable Diseases.

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.

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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 Communicable Diseases at any time, may dissolve the Florida HIV/AIDS Prevention Planning Group.