

**FLORIDA VIRAL HEPATITIS PLANNING GROUP  
BYLAWS – REVISED and APPROVED  
August 2015**

**ARTICLE I PLANNING GROUP AUTHORITY**

***Section I***

1. The name of this group is the Florida Viral Hepatitis Planning Group, hereafter referred to as the Planning Group or VHPG.
2. The Florida Department of Health (DOH), Florida Hepatitis Prevention Program (HPP), operates within the Bureau of Communicable Diseases in the Division of Disease Control and Health Protection.
3. The Hepatitis Prevention Program convenes the VHPG.
4. VHPG is a part of Florida Comprehensive Planning Network (FCPN).

**ARTICLE II PURPOSE OF THE PLANNING GROUP**

1. The VHPG shall write and update as appropriate the Florida Hepatitis Prevention Comprehensive Plan.

**ARTICLE III MEMBERSHIP**

***Section I Membership in the Planning Group***

1. Membership in the Planning Group is a privilege and is contingent upon compliance with requirements as specified in the bylaws.
2. Any member may be removed by the Planning Group upon two-thirds of the affirmative vote of a quorum, whenever, in its judgment, the best interests of the Planning Group would be served thereby.
3. In the event that a Planning Group member is absent from two consecutive meetings, that member shall be determined to have resigned from the Planning Group, effective at the end of the second consecutively missed meeting. The Planning Group may make exceptions in the event of extraordinary circumstances.

***Section II Active Members***

Active members may include any individual with special skills, knowledge, or interest relative to the field of viral hepatitis.

1. Individuals may be selected for active membership upon majority of the affirmative vote of the Planning Group membership.
2. Active members may vote, hold office, serve on committees, and attend meetings of the general membership.

**ARTICLE IV PLANNING GROUP STRUCTURE**

***Section I Terms and Composition of Membership***

1. All membership terms begin at the first meeting attended by said member. Active members will be elected to serve three-year terms, and are eligible for re-election.
2. The Planning Group membership shall consist of at least 12, but not more than 20, individuals who are active members.

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3. The Planning Group membership shall include the following representation:
  - a. Community Members (affected and/or infected) – at least four.
  - b. Clinical or Medical Services (private and non-governmental organizations) – at least two.
  - c. Public Health (choose among hepatitis, STD, HIV, Immunization, Epidemiology, TB/Refugee, Minority Health, Nursing, and other public health-Including county health department employees) – at least four.
  - d. Other Governmental (choose among Veterans Administration, Corrections, Jails, Elder Affairs, IDU/Substance Abuse, Insurance, Agency for Health Care Administration, and others) – at least two.
  - e. Associations and community-based-organizations with 501 C3 status, who have been in operation three or more years – at least three.
  - f. Academic/Research/University – at least two.
  - g. One individual may represent more than one group from the list above in Section IV.3.a-f.
4. Any vacancy occurring other than at natural expiration of term shall be filled by Department of Health (DOH) appointment for the remainder of the un-expired term.
5. Membership shall represent diversity of gender, age, race, ethnicity, socioeconomic status, and other aspects of the diseases, and shall be geographically dispersed throughout the state, when possible.

**Section II Co-chairs of the Planning Group**

1. The Planning Group will have two co-chairs. One will represent the community (a non-governmental member), one will represent public health.
2. Co-chairs will be elected from among the active membership.
3. Any vacancy occurring other than at natural expiration of term shall be filled by Department of Health (DOH) appointment for the remainder of the un-expired term.
4. Co-chairs will serve a two-year term, and are eligible for re-election.
5. Upon election as a co-chair, membership will be extended to accommodate the co-chair term.
6. In the absence of the co-chair(s), DOH Hepatitis Prevention Program Administrator will facilitate.

**Section III Eligibility for election as co-chair**

Eligibility for election as co-chair shall be contingent upon active membership in this Planning Group for at least one year and must have attended at least two meetings.

**Section IV Voting**

1. Voting privileges shall be limited to active members.
2. Methods and procedures for voting will be decided by co-chairs.
3. A quorum will consist of at least 51% of the current active membership. Presence of a quorum will be determined at the beginning of each meeting.
4. In case of a tie, a run-off election will be held. In case of a second tie, public health co-chair will abstain.
5. Members have one vote each.

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**ARTICLE V COMMITTEES**

***Section I Members of Committees***

Planning Group may create standing or AD-HOC committees.

**ARTICLE VI MEETINGS OF THE PLANNING GROUP**

***Section I Meetings***

There shall be at least two meetings per year based on funding and approval. Elections will be held in the latest month of the calendar year in which a meeting is held.

***Section II Notice of Meeting***

Notice of such meetings shall be sent to the active members at least thirty days prior to the meeting.

**ARTICLE VII PARLIAMENTARY AUTHORITY**

***Section I Rules of Order***

The current edition of Roberts Rules of Order shall govern the Planning Group in all cases not covered by these bylaws.

1. Guests are welcome in a non-voting position for the consultation of the Planning Group.
2. Guests who wish to speak must be recognized first by a co-chair or facilitator.

***Section II Bylaws Amendments***

These bylaws may be amended by a simple majority of active membership.