Bylaws 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-five (25) representatives (and alternates) which will include the following:

14 Community (non-DOH) members
5 Department of Health (DOH) members
5 At-large representatives (and alternates), 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, Department of Corrections (DOC), Department of Education (DOE), 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 representatives (and alternates) will be nominated by the local areas and DOH members will be nominated by the local HIV/AIDS Program Coordinator, (HAPC), in the event there is no HAPC, then the appointment will come from the Administrator of the HIV/AIDS and Hepatitis Section. All members will be appointed by the Administrator of the HIV/AIDS and Hepatitis Section. 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. Changing from Community member to Department of Health (DOH) employee or moving out and no longer professionally affiliated with the elected area voids the position of the incumbent as community member. The seat goes to the alternate and a new alternate is nominated or if they leave DOH then this voids their position and a new DOH person is appointed.

Section Three
RESIGNATION OF MEMBERS: Upon the resignation of a representative, the alternate will become the regular voting member, and a new alternate will be
nominated and, subsequently, appointed by the Administrator of the HIV/AIDS and Hepatitis Section based on the nomination.

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

**Section Five**
DUTIES & RESPONSIBILITIES: All members & alternates will be involved in their local planning bodies or consortia/Part A (if no local planning) and attend these meetings giving reports of the PPG activities.

**Article 4 – Officers**

**Section One**
COMMUNITY CO-CHAIR: The Community Co-Chair election will occur at 2-year intervals. In order to be elected Community Co-Chair, including re-election, that individual must hold one of the 19 representative seats (non-DOH, not alternates) at the time of election as described under Article 3, Section 1 of these bylaws. When elected as Community Co-Chair, you retain your vote from your elected area/at-large seat. The DOH members will not be eligible to become the Community Co-Chair.

**Section Two**
DEPARTMENT CO-CHAIR: The Administrator of the HIV/AIDS and Hepatitis Section 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: Community Co-chair 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 Administrator of the HIV/AIDS and Hepatitis Section 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 two regular meetings of the PPG each year; one must be face to face and the other can be electronic meeting (web based or conference calls which count for attendance).

Section Two
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 takes office on the second day of the meeting.

Section Three
QUORUM: Thirteen seated representatives 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 HIV/AIDS and Hepatitis Section.

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
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 bylaws.

Article 9- Amendment of Bylaws
The bylaws of the PPG may be amended by a two/thirds vote of the seated representative or alternate. 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, Administrator of the HIV/AIDS and Hepatitis Section at any time, may dissolve the Florida HIV/AIDS Prevention Planning Group.

PPG BYLAWS
Adopted April 2004
Revised August 2006
Revised April 2008
Revised March 2010
Revised November 2011
Revised April 2013
Revised April 2014