

# The Charter of the Connecticut HIV Planning Consortium

*Last updated on April 16, 2025*

## Article I. Name

The name of this public health planning body will be the Connecticut HIV Planning Consortium, also known as the “CHPC.”

## Article II. Mission

The mission of the Connecticut HIV Planning Consortium (CHPC) is to create a coordinated statewide prevention and care system in which the rate of new HIV infections is reduced, and those who are living with and affected by HIV/AIDS are connected to appropriate care and support services.

## Article III. Roles and Responsibilities

The CHPC meets the federal requirements as Connecticut’s statewide HIV prevention and care planning group. The CHPC assesses the statewide HIV/AIDS epidemic; identifies and prioritizes HIV prevention and care needs; partners with the Connecticut Department of Public Health to develop a Statewide HIV Prevention and Care Plan; and assesses and monitors progress in implementing the plan.

### Section 1. Roles and Responsibilities of the CHPC

- 1) Elect two CHPC community co-chairs. The two elected CHPC co-chairs will work with a third CHPC co-chair who shall be appointed and employed by the Connecticut Department of Public Health.
- 2) Maintain an operating structure and diverse membership consistent with applicable federal and state guidance that includes priority populations in the Statewide HIV Prevention and Care Plan.
- 3) Collaborate with the Connecticut Department of Public Health in developing and implementing the Statewide HIV Prevention and Care Plan. Use planning processes that comply with federal and state guidelines. Provide input on federal and state funding requests submitted by the Department of Public Health in support of the Statewide HIV Prevention and Care Plan.
- 4) Evaluate the success of the CHPC in reaching the stated mission as well as objectives outlined in the comprehensive plan for HIV/AIDS prevention and care.

### Section 2. Responsibilities of CHPC Members and DPH Staff

The CHPC Policy and Operations Manual outlines specific responsibilities of CHPC members, the CHPC co-chairs, committee co-chairs, Connecticut Department of Public Health staff, and/or their designated support staff.

### Section 3. Responsibilities of the Connecticut Department of Public Health

- 1) Establish and maintain a public health planning body that satisfies the policies and guidance from federal funders.
- 2) Designate a Department of Public Health employee to serve as the State appointed CHPC co-chair.
- 3) Develop and submit requests for federal and state funding to support the implementation of the Statewide HIV Prevention and Care Plan. Administer those funds according to federal and state guidelines.
- 4) Provide the CHPC with data and relevant information to the development of the Statewide HIV Prevention and Care Plan and improvements to the HIV/AIDS prevention and care system.
- 5) Serve as liaison between the CHPC and federal and state officials responsible for HIV/AIDS policy development, service delivery, and funding processes.
- 6) Provide DPH staff support to operate the CHPC and complete committee work.

## Article IV. Membership

### Section 1. Number

The CHPC will maintain a maximum of 40 and a minimum of 25 members.

### Section 2. Voting Members

The CHPC will use an objective, administrative process to select new CHPC members and to assess membership renewals. The

selection process will result in a diverse, reflective planning body that includes the voices of at-risk groups and persons with HIV. The CHPC Executive Committee will oversee the membership selection and renewal process.

### *Section 3. Appointment of Membership*

CHPC members will hold two-year membership terms. Members may re-apply to the CHPC for additional terms. Length of membership terms may be extended to promote continuity of leadership or to fulfill membership composition in response to federal or state requirements.

### *Section 4. Vacancies*

The CHPC will fill any membership vacancies using an as-needed approach as determined by the Executive Committee.

### *Section 5. Attendance*

CHPC members will be administratively discharged after three absences incurred during the calendar year (January 1 to December 31). CHPC members will be notified of their membership status after their second absence in the calendar year. Members may request a temporary leave of absence to address extenuating circumstances that may affect their attendance.

### *Section 6. Administrative Discharge of Members*

The CHPC reserves the right to administratively discharge a CHPC member – including a CHPC co-chair – for cause such as non-compliance with the CHPC attendance policies or other behavior detrimental to the best interest of the CHPC. The Executive Committee will decide and notify the individual about their CHPC membership status.

### *Section 7. Appeal Process*

A CHPC member who is administratively discharged can appeal the decision by completing an appeal form, attending the next CHPC meeting, and meeting with the Executive Committee to discuss the matter. The Executive Committee will notify the individual about their CHPC membership status.

## **Article V. Leadership**

### *Section 1. CHPC Co-Chairs*

The CHPC members will elect two community co-chairs from the membership roster. The Connecticut Department of Public Health will designate a Department of Public Health employee to serve as the State appointed co-chair. The CHPC community co-chairs will serve a two-year term that may be extended to promote continuity of leadership or fulfill federal mandates. A member must serve at least one year on the CHPC to apply as a candidate for an open CHPC community co-chair position unless extenuating circumstances exist. The term of the community co-chair elect begins at the end of the term of the outgoing CHPC co-chair.

### *Section 2. Committee Co-Chairs and Charter Advisor*

The CHPC co-chairs, with input from the Executive Committee, will select committee co-chairs and a Charter Advisor. A CHPC member can be eligible to become a committee co-chair after three months of CHPC service. The committee co-chairs will serve a committee leadership term of two years that may be extended to promote continuity of leadership.

## **Article VI. Governance of Meetings**

### *Section 1. Types of Meetings and Scheduling*

The CHPC will hold regular meetings (a minimum eight per year) unless otherwise determined by the CHPC Executive Committee. The CHPC Executive Committee reserves the right to call a special session provided that notices of meeting location, date and time are issued seven days in advance to CHPC members. CHPC co-chairs reserve the right to conduct CHPC business using virtual meetings. Attendance requirements will be applied consistently to in-person meetings and virtual meetings.

### *Section 2. Agenda*

A written agenda will be sent to CHPC members at least five business days before a regularly scheduled meeting and at least three business days before special sessions. The CHPC co-chairs or the Executive Committee members will hold responsibility to review and approve meeting agendas.

### *Section 3. Public Access and Public Notice*

The CHPC will issue public notices of the meeting time, place, and purpose at least three business days prior to a regular meeting. The CHPC will issue on the CHPC website public notices of the meeting time, place, and purpose at least one business day prior to

a special session. Public participants will be offered an opportunity to address the CHPC in accordance with guidelines in Connecticut's Freedom of Information Act of July 23, 2014 or as amended.

#### *Section 4. Decision-Making Process*

The CHPC and its committees will use a consensus approach to decision-making. In certain circumstances which require a more formal decision-making process, the CHPC will use a modified version of Robert's Rules of Order to guide a voting process. The modifications will honor the spirit of the process including the introduction of a motion, second, discussion and vote, without introducing overly technical procedures that may limit the participation of CHPC members. Only CHPC members will be eligible to participate in formal votes. CHPC co-chairs, with input from the Executive Committee, will determine the appropriate type of methodology (e.g., voice vote, written ballot, virtual vote) for the decision-making process.

#### *Section 5. Quorum*

A simple majority (greater than 50% of the total) of active CHPC members must be present to hold a CHPC meeting. A CHPC standing or ad hoc committee meeting requires the presence of at least one CHPC member serving as a committee co-chair plus attendance by a minimum of four other CHPC committee members.

#### *Section 6. Conflict of Interest*

CHPC members will not knowingly take action to influence the conduct or decision-making actions of the CHPC or its committees in any way that will financially benefit the CHPC member, relatives of CHPC members, or any entity in which the CHPC member serves as an employee or holds a significant interest as a stockholder, director, or officer. CHPC members will comply with relevant federal and state laws and regulations governing conflict of interest matters. CHPC members with conflicts of interest should announce their conflict of interest, may participate in CHPC discussions, and shall abstain during a CHPC vote on the matter.

### **Article VII. Committees**

#### *Section 1. Committees*

The CHPC holds responsibility to establish and maintain the number of standing committees as well as the charge of each committee. The CHPC Executive Committee will be comprised of CHPC co-chairs and co-chairs of CHPC standing committees. The Executive Committee may establish time-limited ad hoc committees to complete special projects deemed relevant to the mission of the CHPC.

#### *Section 2. Committee Leadership and Membership*

A maximum of two CHPC members will lead each standing committee and ad hoc committee. Ad hoc committees may be led by only one CHPC member. Each CHPC member will be required to serve on at least one committee.

### **Article VIII. Records**

The CHPC and its committees will keep agendas and minutes of all meetings, and other records necessary to fulfill their mission. The CHPC follows the guidelines set forth in the Connecticut Freedom of Information Act of July 23, 2014 or as amended.

### **Article IX. Amendments**

The Executive Committee can recommend amendments to the Charter on an as needed basis. CHPC Members will vote to accept any changes to the CHPC Charter.

### **Article X. Ratification**

This Charter goes into effect upon a vote of the majority of the CHPC members present at the meeting.

### **Article XI. Dissolution**

This Charter will be in effect unless the majority of the CHPC members vote to dissolve the Charter or the Connecticut Department of Public Health determines the group should be disbanded after discussion with the CHPC members.

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