



1 **¹Article I. Name**

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

4 **Article II. Mission**

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

8 **Article III. Roles and Responsibilities**

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

13 Section 1. Roles and Responsibilities of the CHPC

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

24 Section 2. Responsibilities of CHPC Members and DPH Staff

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

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

- 29 1. Establish and maintain a public health planning body that satisfies the policies and guidance from federal
30 funders.
- 31 2. Designate a Department of Public Health employee to serve as the State appointed CHPC co-chair.

¹ Please visit www.CTHIVPlanning.org for specific information about any reference in the Charter to federal or state planning guidelines and legislation.



- 32 3. Develop and submit requests for federal and state funding to support the implementation of the
33 Statewide HIV Prevention and Care Plan. Administer those funds according to federal and state
34 guidelines.
- 35 4. Provide the CHPC with data and relevant information to the development of the Statewide HIV
36 Prevention and Care Plan and improvements to the HIV/AIDS prevention and care system.
- 37 5. Serve as liaison between the CHPC and federal and state officials responsible for HIV/AIDS policy
38 development, service delivery, and funding processes.
- 39 6. Provide DPH staff support to operate the CHPC and complete committee work.

40 **Article IV. Membership**

41 Section 1. Number

42 The CHPC will maintain a maximum of 35 and a minimum of 25 members.

43 Section 2. Voting Members

44 The CHPC will use an objective, administrative process to select new CHPC members and to assess membership
45 renewals. The selection process will result in CHPC membership diversity and include priority populations
46 identified in the Statewide HIV Prevention and Care Plan. The CHPC co-chairs will oversee the selection process.
47 CHPC Members will hold the right to participate in CHPC decision-making processes.

48 Section 3. Appointment of Membership

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

52 Section 4. Vacancies

53 The CHPC will fill any membership vacancies once per year unless the membership falls within two of the lower
54 limit for CHPC membership.

55 Section 5. Attendance

56 CHPC members will be administratively discharged after three absences incurred during the calendar year (January
57 1 to December 31). CHPC members will be notified of their membership status after their second absence in the
58 calendar year.

59 Section 6. Administrative Discharge of Members

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

63



64 Section 7. Appeal Process

65 A CHPC member who is administratively discharged can make an appeal by completing an appeal form, attending
66 the next CHPC meeting, and meeting with the Executive Committee to discuss the situation. The Executive
67 Committee will notify the individual about his/her CHPC membership status.

68 **Article V. Leadership**

69 Section 1. CHPC Co-Chairs

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

76 Section 2. Committee Co-Chairs and Charter Advisor

77 The CHPC co-chairs will select committee co-chairs and a Charter Advisor. A CHPC member can be eligible to
78 become a committee co-chair or Charter Advisor after three months of CHPC service. The committee co-chairs and
79 Charter Advisor will serve a committee leadership term of two years that may be extended to promote continuity
80 of leadership.

81 **Article VI. Governance of Meetings**

82 Section 1. Types of Meetings and Scheduling

83 The CHPC will hold regular meetings (a minimum eight per year) unless otherwise determined by the CHPC
84 Executive Committee. The CHPC Executive Committee reserves the right to call a special session provided that
85 notices of meeting location, date and time are issued seven days in advance to CHPC members. CHPC co-chairs
86 reserve the right to authorize the use of teleconferences to conduct committee work. Attendance requirements
87 will be applied consistently to in-person meetings and/or teleconferences.

88 Section 2. Agenda

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

92 Section 3. Public Access and Public Notice

93 The CHPC will issue public notices of the meeting time, place and purpose at least three business days prior to a
94 regular meeting. The CHPC will issue on the CHPC website public notices of the meeting time, place and purpose at
95 least one business day prior to a special session. Public participants will be offered an opportunity to address the
96 CHPC in accordance with guidelines in Connecticut's Freedom of Information Act of July 23, 2014.

97 Section 4. Decision-Making Process



98 The CHPC and its committees will use a consensus approach to decision-making. In certain circumstances which
99 require a more formal decision-making process, the CHPC will use a modified version of Robert’s Rules of Order to
100 guide a voting process. The modifications will honor the spirit of the process including the introduction of a
101 motion, second, discussion and vote, without introducing overly technical procedures that may limit the
102 participation of CHPC members. CHPC co-chairs will determine the appropriate type of ballot for the decision-
103 making process.

104 Section 5. Quorum

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

108 Section 6. Conflict of Interest

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

115 **Article VII. Committees**

116 Section 1. Committees

117 The CHPC holds responsibility to establish and maintain the number of standing committees as well as the charge
118 of each committee.

119 The CHPC Executive Committee will be comprised of CHPC co-chairs and co-chairs of CHPC standing committees
120 plus one CHPC member who will advise on matters related to the CHPC Charter (Charter Advisor). The Executive
121 Committee may establish time-limited ad hoc committees assigned to complete special projects deemed relevant
122 to the mission of the CHPC.

123 Section 2. Committee Leadership and Membership

124 No more than two committee co-chairs will lead each standing committee and ad hoc committee. Each CHPC
125 member will be required to serve on at least one committee.

126 **Article VIII. Records**

127 The CHPC and its committees will keep agendas and minutes of all meetings, and other records necessary to fulfill
128 their mission. The CHPC follows the guidelines set forth in the Connecticut Freedom of Information Act of July 23,
129 2014.

130 **Article IX. Amendments**

131 The Executive Committee can establish an ad hoc committee to recommend amendments to the Charter on an as
132 needed basis. CHPC Members will vote to accept any changes to the CHPC Charter.



133 **Article X. Ratification**

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

135 **Article XI. Dissolution**

136 This Charter will be in effect unless the majority of the CHPC members vote to dissolve the Charter and disband the
137 group.

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139 **Date of Approval** February 18, 2009

140	Revision dates	March 19, 2009
141		May 20, 2009
142		January 20, 2010
143		June 16, 2010
144		March 16, 2011
145		March 21, 2012
146		September 19, 2012
147		February 20, 2013
148		April 16, 2014
149		May 20, 2015
150		August 16, 2017