

ALEXANDRIA COMMISSION ON HIV/AIDS BYLAWS

ARTICLE I: Name

A. The name of the organization shall be Alexandria Commission on HIV/AIDS, hereafter referred to as the "Commission on HIV/AIDS."

ARTICLE II: Mission

The Commission on HIV/AIDS advises City Council in the formulation and implementation of public policy on the treatment of HIV/AIDS and prevention of the spread of HIV/AIDS, promotes citizen participation in the formulation of such policy, provides City Council and the public with current information regarding HIV/AIDS, and promotes education programs on HIV/AIDS awareness, treatment and prevention.

ARTICLE III: Membership

There are 23 member seats on the Commission on HIV/AIDS reserved for:

1 Member from and representing:

Inova Juniper Program

Hospice of Northern Virginia

An HIV/AIDS service organization providing services in the City to the minority community

A Local Gay and Lesbian Community Association

Alexandria City Public Schools

Alexandria Community Services Board

Alexandria Human Rights Commission

Alexandria Commission for Women

The Sheriff or the Sheriff's Designee

1 Member who is a Practicing Physician

1 Student currently attending any School in the City of Alexandria

12 Citizens-at-Large

ARTICLE IV: Meetings

A. Regular Meetings

Regular meetings shall be held the third Monday of the month at 6:30 p.m. at the Alexandria Health Department unless otherwise stated.

B. Special Meetings

Special meetings may be called by the Chair with 5 days' notice.

C. Quorum/Voting

A quorum for the transaction of business at any Commission on HIV/AIDS meeting shall consist of at least fifty-one percent of Voting Membership exclusive of any vacant seats.

ARTICLE V: Officers

A. Officers

The officers shall consist of a Chair, Vice-Chair and Community Partnership Liaison to be elected by the Commission on HIV/AIDS.

B. Terms of Officers

Officers are elected annually in October by the Commission on HIV/AIDS. Officers shall serve a term of one (1) year, or until a successor is elected, and is eligible for re-election. There are no term limits for Officers.

C. Responsibilities of the Chair

The Chair shall preside at all meetings of the Commission on HIV/AIDS, authorize calls for any special meetings, execute all documents authorized by the Commission on HIV/AIDS, set agendas for Commission on HIV/AIDS meetings, and generally perform all duties associated with that office.

D. Responsibilities of the Vice-Chair

The Vice-Chair, in the event of the absence or disability of the Chair or vacancy in that office, shall assume and perform the duties of the Chair. The Vice Chair will also have Communications responsibilities. They will set and guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate Alexandria's Commission on HIV/AIDS mission. The Vice Chair will work closely with the Commission on a variety of strategic initiatives.

E. Responsibilities of Community Partnership Liaison

The Community Partnership Liaison shall engage with key stakeholders in the community to encourage membership in and awareness of the work of the Commission. They shall also bring to the commission potential collaboration opportunities from outside partners and organizations.

F. Vacancies and Special Elections

In the event of a vacancy in either office, a special election may be held to fill the position for the remainder of the term.

ARTICLE VI: Committees

A. Standing Committees

The Commission on HIV/AIDS shall have the following Standing Committees, with Chair named by the Chairman. Chairs of Standing Committees, and subcommittees, as appropriate, shall report at each monthly Commission on HIV/AIDS meeting. Ad-hoc committees shall be created by the Chair as needed.

- 1. Legislative Committee:** The Legislative Committee shall track legislative proposals to City Council and other County and State-wide legislative bodies on topics related to HIV/AIDS policy and that affect Alexandria residents living with HIV/AIDS. They shall summarize the salient points of these documents for the Chair to review prior to advising City Council.

B. Committee Meetings

The Chair of each Committee shall call Committee meetings as deemed appropriate.

ARTICLE VII: Amendments

- A.** All amendments or changes to these By-laws require approval by two-thirds vote of the Commission on HIV/AIDS.
- B.** Notice of any proposed amendment must first be submitted in writing to the Commission on HIV/AIDS two weeks prior to a regular meeting of the Commission on HIV/AIDS. Next, the changes must be proposed for amendment at a regular meeting of the Commission on HIV/AIDS and approved by a two-thirds vote of the Commission on HIV/AIDS.