

**Baton Rouge Transitional Grant Area  
Ryan White Advisory Council**



**Bylaws**

**Ryan White Program  
Division of Human Development and Services  
City of Baton Rouge/Parish of East Baton Rouge  
4523 Plank Road  
Baton Rouge, LA 70805**

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## **Article I. Name**

This council is established by the authority of the Mayor-President of Baton Rouge and East Baton Rouge Parish, on November 1, 2008. This council shall be known as the Baton Rouge Transitional Grant Area Ryan White Advisory Council (hereinafter "Advisory Council"). Pursuant to Legislative Authority and mandates by the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), HIV/AIDS Bureau (HAB), the articles contained in these bylaws reflect the roles and responsibilities of the Part A Baton Rouge Transitional Grant Area (hereinafter "BRTGA").

## **Article II. Mission and Purpose**

### **Section A. Mission**

The Mission of the Advisory Council is to work in conjunction with the Ryan White Part A Grantee (hereinafter "Grantee") to develop and maintain a comprehensive system of care for People Living with HIV (hereinafter "PLWH") in the BRTGA that is accessible, responsive, culturally sensitive, and of the highest quality to ensure the dignity of all PLWH. The Advisory Council will identify issues and develop public health policy recommendations to serve targeted populations in the BRTGA that encompasses the parishes of Ascension, East Baton Rouge, East Feliciana, Iberville, Livingston, Pointe Coupee, Saint Helena, West Baton Rouge, and West Feliciana.

### **Section B. Purpose**

The purpose of the Advisory Council is to plan for the comprehensive delivery of HIV/AIDS Core Medical Services and Support Services and allocation of resources for the BRTGA, as mandated by the Ryan White Treatment Extension Act of 2009. This includes but is not limited to the following:

- Work in conjunction with the Louisiana HIV Planning Group (hereinafter "LHPG") to develop the Integrated HIV Prevention and Care Plan
- Set priorities and provide recommendations on the allocation of Part A funds
- Participate in the Part B program strategies
- Coordinate with other Ryan White parts and other HIV-related programs
- Assess the efficiency of the administrative mechanism in allocating Part A funds within the BRTGA

### **Article III. Roles and Responsibilities**

#### **Section A. The Roles and Responsibilities of the Advisory Council**

1. The Advisory Council and its members are solely responsible for the following tasks:
  - a. Recruitment of new council members to replace members whose terms end or resign and to the degree possible, ensuring that representation reflects the epidemic in the BRTGA (i.e., age, race, ethnicity, gender, sexual orientation, geographic distribution, and risk for HIV infection)
  - b. Training members on the Ryan White HIV/AIDS Treatment Extension Act and the roles and responsibilities in advising the Grantee and Mayor-President
  - c. Developing a code of conduct, rules for committee operations and Advisory Council operations, as well as scheduling meeting times and locations
  - d. Developing and maintaining bylaws that outline how decisions will be made and how grievances and conflicts of interest should be addressed
  - e. Recommending service categories for which funding should be prioritized in the BRTGA and how much Part A money should be used for each of these service categories
  - f. Providing guidance to the Grantee on service models, targeting of populations and/or service areas, as well as other ways to best meet the needs identified in the needs assessment
  - g. Assessing the efficiency of the administrative mechanism.

#### **Section B. Shared Roles and Responsibilities of the Advisory Council and Grantee**

1. The Advisory Council and the Grantee are jointly responsible for the following tasks:
  - a. Conducting a comprehensive needs assessment to identify the service needs of PLWH and the capacity of the service system to meet those needs. The needs assessment must include direct input from PLWH on what services they feel they need. The needs assessment may be conducted directly by the Advisory Council and Grantee.
  - b. Developing a long-term plan on how to best meet the service priorities identified through the Statewide Integrated HIV Prevention and Care Plan and the Regional Baton Rouge Plan.

## **Article IV. Membership**

### **Section A. Membership**

All members shall serve without compensation. Individuals who receive services from a Ryan White Part A funded facility or provider may be reimbursed for transportation and childcare expenses related to attending Advisory Council meetings or serving on the Advisory Council.

1. Advisory Council shall consist of no more than thirty (30) members
2. All members should be a minimum sixteen (16) years of age
3. Advisory Council membership will be drawn from the following components:
  - Affected communities, including people with HIV/AIDS, members of a Federally recognized Indian tribe as represented in the population, individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations
  - Health care providers, including Federally Qualified Health Centers (FQHCs)
  - AIDS service organizations (ASOs) and community-based organizations (CBOs) serving affected populations
  - Social service providers, including housing and homeless service providers
  - Substance abuse treatment providers
  - Mental health providers
  - Local public health agencies
  - Hospital planning agencies or health care planning agencies
  - Non-elected community leaders
  - State government (including the State Medicaid agency and the agency administering the program under part B)
  - State agency administering the Part B program
  - Ryan White Part D or other programs serving women, children, youth, and families
  - Part C recipients
  - Grantees under other Federal HIV programs, including but not limited to HIV prevention providers
  - Formerly incarcerated PLWH or their representatives
4. To the extent possible, membership of the council shall reflect the demographics of the HIV/AIDS epidemic in the BRTGA.
5. At least thirty-three (33) percent of Advisory Council members shall be PLWH who receive Ryan White Part A services (in the case of minors, this would include their caregivers) and who are unaligned with provider agencies that receive Ryan White Part A funding in the BRTGA. Alignment is defined to include board membership, employment, and consulting arrangements with agencies receiving Ryan White Part A funding.

## **Article IV. Membership (cont.)**

### **Section B. Appointment and Length of Terms**

1. Applicants shall submit an application to the Membership Committee for review. The Membership Committee shall review applications for completeness and accuracy and determine which applicants should be recommended to the Mayor-President for appointment.
2. After appointment by the Mayor-President, members are inducted at the next meeting and shall serve for two (2) year terms. Members may be reappointed but shall not serve for more than two (2) consecutive terms or four (4) years.
3. Those Council members representing State agencies, State Ryan White Part B, Part C, Part D, Part F, HOPWA, and Prevention Providers, are exempt from these term limit restrictions since their respective agencies nominate individuals who can adequately represent them and may have a limited pool of potential candidates, provided that there is no other representative in the above listed membership categories when the Council member's term expires.

### **Section C. Attendance and Responsibilities**

1. Members are expected to attend all scheduled monthly meetings as well as the Priority Setting and Resource Allocation meeting.
2. Three (3) unexcused absences from Advisory Council meetings in one (1) year is grounds for recommendation for removal by the Executive Committee. Excused absences are at the discretion of the Chairperson, Co-chairperson, and Advisory Council Coordinator. Members must directly notify one of the aforementioned persons prior to any absence from a scheduled Advisory Council meeting.
3. Members are expected to serve on at least one standing committee and are expected to attend all scheduled meetings of said committee. Failure to attend a majority of scheduled committee meetings is considered a failure to uphold this responsibility.

### **Section D. Leave of Absence**

1. Any member in good standing may request a leave of absence from the Advisory Council for up to six (6) months. This request should be submitted to the Executive Committee in writing for approval.
2. Any request for extended leave of absence will be reviewed by the Executive Committee at the end of the initial six (6) month period.

### **Section E. Removal**

1. Members may be recommended for removal by the Executive committee for failure to uphold their responsibilities as defined in this Article, for violation of the Code of Conduct, or for divulging the HIV status of any Advisory Council or community member.
2. Members will be removed by a majority vote of the Executive committee.
3. Any member removed by the Executive Committee may contest their removal before the Advisory Council at the next scheduled meeting. A majority vote of Advisory Council members will then decide if the member is to be removed.
4. Any member removed by either the Executive Committee or the Advisory Council under the rules set forth in this section will have their voting privileges revoked and will no longer be considered a member.
5. The Executive Committee is responsible for notifying the Mayor-President of the removal of a member.

**Article IV. Membership (cont.)**

**Section F. Resignation**

1. A member may resign at any time by providing written notification to the Executive Committee.
2. The Executive Committee shall then notify the office of the Mayor-President of the member's resignation.

## Article V. Officers

### **Section A. Officers**

1. There will be an Executive Committee consisting of four (4) total members. Of the four (4) persons elected from the general council membership at least one (1) person should be a PLWH.
2. The Executive Committee officers shall consist of:
  - a. One (1) Chairperson
  - b. One (1) Co-Chairperson
  - c. One (1) Secretary
  - d. One (1) Member-at-large

### **Section B. Officer Duties and Responsibilities**

1. The **Chairperson** is responsible for:
  - a. Serving as the leader of the Advisory Council
  - b. Regularly attending and presiding over the Advisory Council meetings
  - c. Providing strategic focus and leadership to the Advisory Council
  - d. Preparing, organizing, and conducting committee meetings in conjunction with the Advisory Council Coordinator and other appropriate individuals
  - e. Advocating for the best interests of PLWH in the BRTGA.
  - f. Being knowledgeable about the Advisory Council's mission, services, and policies
  - g. Preparing and presenting information at meetings on behalf of the Advisory Council as needed
  - h. Reviewing agendas and supporting materials prior to meetings and conference calls
  - i. Regularly communicating with other Executive Committee members, the Advisory Council Coordinator, and other appropriate individuals
2. The **Co-Chairperson** is responsible for:
  - a. Presiding in the absence of the Chairperson or when requested to do so by the Chairperson, and at such time the Co-Chairperson will have the same powers and duties as the Chairperson
  - b. Regularly communicating with other Executive Committee members, the Advisory Council Coordinator, and other appropriate individuals as needed and/or instructed
3. The **Secretary** is responsible for:
  - a. Working in conjunction with the Advisory Council Coordinator to document and distribute an accurate record of minutes, agendas, and other supporting documents to the Advisory Council
  - b. Documenting the minutes of Executive Committee meetings
4. The **Member-at-Large** is responsible for
  - a. Assuming various responsibilities as determined and requested by the Chairperson



## **Article V. Officers (cont.)**

### **Section C. Officer Selection and Length of Terms**

1. All officers will be selected from the general council membership using a secret ballot and a simple majority vote system.
2. Officers shall be elected at the end of the grant year and will serve for one (1) year.
3. If an officer of the Executive Committee resigns or is removed before the end of their term, the Executive Committee shall accept nominations from the Advisory Council at large to replace the exiting Executive Committee officer. The exiting Executive Committee member must submit their resignation in writing to the Chairperson, Co-Chairperson, or Advisory Council Coordinator.
4. Outgoing officers of the Executive Committee shall serve in an advisory/mentorship capacity and may be called upon as needed.

### **Section D. Officer Removal**

1. Elected Executive Committee officers may be removed for failure to uphold their responsibilities by the Mayor-President.
2. Officers may also be removed by the Advisory Council by a motion to remove. Voting on a motion to remove an officer can be held no earlier than thirty (30) days after the motion was moved and seconded. The motion may be discussed at the meeting at which it was introduced and the meeting at which the motion is voted upon. The voting process must be done by simple majority with a secret ballot.

## **Article VI. Meetings, Voting, and Record Keeping**

### **Section A. Meetings**

1. Meetings will start on time.
2. Members are expected to sign in upon arrival to meetings and sign out upon leaving.
3. Meetings will be presided over by the Chairperson or in their absence the Co-Chairperson. In the event that neither the Chairperson nor the Co-Chairperson are in attendance, another member of the Executive committee shall preside over the meeting.
4. All meetings will be conducted according to the most recent Robert's Rules of Order.
5. Members shall adhere to all Advisory Council rules and the Code of Conduct.
6. Meeting agendas shall be established and presented to Advisory Council members as far in advance of scheduled meetings as possible. This process is the responsibility of the Executive Committee and the Advisory Council Coordinator.
7. All standing and ad-hoc committees shall deliver a committee report at every Advisory Council meeting.
8. Roll call shall begin five (5) minutes after the start time of each meeting.
9. At least nine meetings will be scheduled annually.
10. Changes in meeting dates will be determined by vote of the Executive Committee or the Advisory Council.
11. Visitors are encouraged to attend and will be allowed to speak.
12. The Advisory Council may adjourn to Executive session to consider membership matters, litigation or legal issues, and information which may violate the privacy of individuals.
13. Presentations to the Advisory Council by non-members must be approved by the Chairperson or the Executive Committee.

### **Section B. Voting**

1. Unless otherwise specified in the bylaws, all decisions of the Advisory Council shall be made by unanimous consent or simple majority vote.
2. The method of voting will be by hand, voice, or roll call or by secret ballot at the discretion of the presiding officer.
3. Members must be present to vote. There will be no proxy voting.
4. A quorum must be achieved in order to vote on any matter before the council. Quorum is achieved when more than half of voting members are present.
5. Decisions can only be made by unanimous consent if no voting member present objects to the decision. If any member objects, the decision must proceed to a vote.
6. During a simple majority vote, members in favor of a motion or decision vote in the affirmative, members opposed to a motion or decision vote in the negative. Members who prefer not to vote may abstain.
7. Members, who have been identified as having a conflict of interest must abstain from voting on matters that come before the Council or a Committee regarding Standards of Care, the establishment of priorities, or the allocation of funds to service categories from which the conflict of interest derives.

## **Article VI. Meetings, Voting, and Record Keeping (cont.)**

### **Section C. Record Keeping**

1. Minutes of each Advisory Council meeting shall be documented by the Advisory Council Coordinator and certified by the Chairperson. The minutes shall be public record and shall be made available as soon as possible after the meeting. This does not apply to any disclosure of information of a personal nature that would constitute a clearly unwarranted invasion of personal privacy, including any disclosure of medical information or personal matters.
2. The records, reports, transcripts, minutes, agenda, and other supporting documents made available for or prepared by the Advisory Council shall be available for public inspection and copying at the Office of the Division of Human Development and Services.
3. The records, reports, transcripts, minutes, agenda, and other supporting documents shall be kept on file for five (5) years following the grant year.
4. Advisory Council and Standing Committee meetings may be recorded for the purposes of ensuring accurate minutes as allowed by the Louisiana Open Meeting Act, Section RS 42:8,§ A.
5. The Advisory Council shall ensure that all record keeping is in accordance with local, state, and federal guidelines.

## **Article VII. Committees**

### **Section A. Standing Committees**

1. There shall be four standing committees: Executive, Membership, Planning, and Allocations Committees.
2. The Executive Committee will be made up of the officers outlined in Article V, Section A and the Executive Committee's responsibilities are as outlined in Article V, Section B.
3. The **Membership Committee** is charged with:
  - a. Developing strategies for recruiting new members to the Advisory Council
  - b. Evaluating applications for membership and recommending nominees to the Executive Committee and Advisory Council for consideration
  - c. Forwarding approved nominees to the Office of the Mayor-President for appointment
  - d. Working with members at-risk for removal for non-attendance to determine the reason for their non-attendance, develop a plan to improve the member's attendance, and if necessary, recommending removal of the member to the Executive Committee.
4. The **Planning Committee** is charged with:
  - a. Coordinating with the Louisiana HIV Planning Group to develop the Integrated HIV Plan
  - b. Developing a Part A Comprehensive Plan
  - c. Developing a Needs Assessment
5. The **Allocations Committee** is charged with:
  - a. Recommending allocations by service categories to the Grantee and Mayor-President or designee
  - b. Collecting and presenting allocations
  - c. Establishing a re-allocations process

### **Section B. Ad-hoc Committees**

1. Ad-hoc committees may be established by either the Executive Committee or the full Advisory Council body. Ad-hoc committees shall report to the Chair and Co-Chair, the Executive Committee, or to the full body of the Advisory Council in the same manner as standing committees. To the extent possible, ad-hoc committees shall meet regularly and at a time that shall not impede the agenda of the Advisory Council's business.

## **Article VIII. Conflict of Interest**

### **Section A. Policy**

1. The Advisory Council defines conflict of interest as: having a financial interest in, serving as a board member, being employed by, having a contract or agreement with an organization, partnership or any other entity whether public or private that receives Ryan White Part A funds in the BRTGA.
2. Advisory Council members do not have a conflict of interest if their sole relationship to the Ryan White Part A funded organization is that of a client receiving services.
3. The potential for Conflict of Interest is present in all Ryan White Part A processes, including, but not limited to: needs assessment, priority setting, comprehensive planning, establishment of Standards of Care, allocation of funds, and quality management.
4. Advisory Council members may not participate directly or in any advisory capacity in the Grantee's process of selecting entities to receive Ryan White Part A funding.
5. The provisions in this section extend to direct ascendants and descendants, siblings, spouses and domestic partners of Advisory Council members.

### **Section B. Procedure**

1. Advisory Council members shall complete and submit to the Advisory Council Coordinator a Conflict of Interest Disclosure Form annually and as needed when changes in circumstances result in changes of conflicts of interest. The Advisory Council Coordinator shall make this information available to all Advisory Council members.
2. The Chairperson of the Advisory Council shall recommend to the Mayor-President the removal of a member from the Advisory Council if the member refuses to complete a Conflict of Interest Disclosure Form, refuses to declare a conflict of interest, or refuses to cooperate with a conflict of interest inquiry.
3. Any Advisory Council member may at any time inquire as to whether or not an Advisory Council member has a conflict of interest that has not been disclosed by raising a question of privilege.

## **Article IX. Grievances**

### **Section A. Policy Statement**

1. The Advisory Council investigates all grievances and complaints filed with the Executive Committee. A member has 30-days from the date of the incident to file a Grievance.

### **Section B. Policy Interpretation and Implementation**

1. The investigation of grievances and complaints is the responsibility of the Chairperson and Co-Chairperson.
2. Upon receipt of a grievance and complaint report, the Chairperson and Co-Chairperson will begin an investigation into the allegations. In the event that the grievance involves any member of the Executive Committee, the member(s) shall recuse themselves from the decision-making process. The investigation and report will include, as applicable:
  - a. The date of the alleged incident
  - b. The circumstances surrounding the alleged incident
  - c. The location of the alleged incident
  - d. The names of any witnesses and their account of the alleged incident
  - e. The member's account of the alleged incident
  - f. Accounts of any other individuals involved, including both members and non-members
  - g. Recommendations for corrective action
3. The Grievance/Complaint Investigation Report Form must be filed by the Chairperson and/or Co-Chairperson with the Executive Committee within thirty (30) days of receipt of the grievance or complaint form.
4. The member filing the complaint will be informed of the findings of the investigation, as well as any corrective actions recommended, within forty-five (45) days of the filing of the grievance or complaint.
5. A copy of the Grievance/Complaint Investigation Report Form must be attached to the Grievance/Complaint Form and filed with the Executive Committee.
6. Copies of all reports must be signed and will be made available to the member filing the complaint or grievance. These should be available within sixty (60) days of the initiation of the grievance. If the situation is not resolved to the satisfaction of the member filing the grievance, proceed to step seven (7).
7. The grievance will be presented by the Executive Committee before the entire voting Advisory Council membership for mediation. A reasonable solution to the situation will be determined by a majority vote following a brief, [no more than five (5) minutes], petition by each of the parties involved in the grievance. A decision of a quorum of the Advisory Council at any regular or special meeting is final. This should be completed by the next Advisory Council meeting.
8. The Coordinator shall verify the grievance findings, acknowledge the quorum voting decision and declare the grievance closed. The Grantee shall also verify that the procedures have been adhered to in the spirit of the procedure (any variation shall be noted and discussed with the Chairperson and Co-Chairperson for possible review of the policy shortfalls, however the decision remains). No further appeal is afforded and the issue is concluded. The closing of the Grievance Procedure should be concluded no later than ninety (90) days from the initial filing of the grievance, excluding a period of unscheduled Advisory Council voting/meeting. The Coordinator shall retain the file for a period of one (1) year, and then it shall be destroyed.

## **Article X. Amendments**

### **Section A. Amendments**

1. These bylaws may be amended, altered, or repealed at any regular or special meeting of the Advisory Council.
2. Written notice of the proposed bylaws change(s) shall be provided to each member no less than ten (10) days in advance of the meeting at which the alteration, amendment, or repeal will be put to vote.
3. Changes to the bylaws require a two-thirds ( $\frac{2}{3}$ ) majority vote of quorum.

## **Appendix A. Glossary**

*The following definitions shall have the ascribed meaning when used in these bylaws, except to the extent that the context clearly requires and indicates otherwise.*

**AIDS (Acquired Immune Deficiency Syndrome):** A disease of the immune system characterized by increased susceptibility to opportunistic infections. It is caused by Human Immunodeficiency Virus infection.

**Arbitration:** The submission of a dispute to an impartial or independent individual or panel for a binding determination. Arbitration is carried out in conformity with a set of rules.

**Binding Arbitration:** A process in which parties agree to be bound by the decision of an arbitrator, which generally has the force of law, although it does not set a precedent.

**Chief Elected Official (CEO):** The person who officially and legally receives the Ryan White Part A funds on behalf of the BRTGA (Mayor-President of the City of East Baton Rouge Parish is the CEO). The CEO is ultimately responsible for administering all aspects of the Ryan White Program in the TGA and ensuring that all legal requirements are met.

**Code of Conduct:** A document that outlines acceptable behavior of all BRTGA Advisory Council members and non-BRTGA Advisory Council members while attending BRTGA Ryan White Advisory Council meetings and activities.

**Grantee:** The entity chosen by the CEO to manage and administer the grant and make sure funds are used fairly and appropriately. The BRTGA Grantee is the Ryan White Part A Program administered by the Division of Human Development and Services.

**Grievance:** An actual or supposed circumstance regarded as just cause for complaint.

**HIV (Human Immunodeficiency Virus):** A virus that attacks the human immune system.

**HRSA - HAB (Health Resources and Services Administration - HIV/AIDS Bureau):** The Department of Health and Human Services agency that oversees the Ryan White Program.

**LHPG (Louisiana HIV Planning Group):** The statewide group responsible for developing and overseeing the implementation of the Statewide HIV Integrated Prevention and Care Plan. May be abbreviated or referred to as **HPG**.

**Mediation:** A voluntary process in which an impartial and usually independent third party assists parties to a dispute in reaching an acceptable resolution to the issues in the dispute. The results of mediation may become binding if the parties agree to make them binding.

**Needs Assessment:** Annual process designed to assess the HIV services in the BRTGA.

**Party:** A participant in the grievance process.

**PLWH:** People or Persons Living With HIV.

**Priority Setting:** The process used by BRTGA to rank service categories, to ensure consistency with locally identified needs and to address how best to meet those needs.

**Remedy:** The relief or result sought by the grievant.

**Robert's Rules of Order:** A manual of general parliamentary law which has been adopted by BRTGAAC to govern any processes not addressed in the BRTGAAC Bylaws

**Ryan White Treatment Extension Act of 2009:** The Federal legislation that created the Ryan White HIV/AIDS Program to address the health care and service needs of people living with HIV/AIDS and their families.



### **Appendix A. Glossary (cont.)**

*The following definitions shall have the ascribed meaning when used in these bylaws, except to the extent that the context clearly requires and indicates otherwise.*

**TGA (Transitional Grant Area):** The geographic area eligible to receive Part A funds in Baton Rouge. The boundaries of the metropolitan statistical area are defined by the Office of Management and Budget (OMB). Eligibility is defined by the cumulative number of HIV/AIDS cases in the most recent five (5) year period.

**Third Party:** A term used to describe an independent or impartial person, a mediator or an arbitrator.

**Youth:** A term used to describe individuals ranging from sixteen (16) to twenty-four (24) years of age.

## **Appendix B. Code of Conduct**

1. Members will arrive on time for all Group and Committee meetings. Members will notify the Chairperson, Co-Chairperson, or Advisory Council Coordinator in advance of anticipated absences, and if late will enter the meeting quietly and with respect for those already present.
2. Members will listen to the speaker and will avoid all side-bar conversations.
3. Members will remain open in what they say and listen objectively and respectfully to others.
4. Members will honor the facilitator's recognition of hands, designation of speakers, and the agenda's timeline.
5. Members will commit to contributing fully to activities and discussion according to their own level of comfort.
6. Members will at all times avoid interrupting others and avoid domination during discussions but rather encourage others to speak. If a personal, conflicting issue between two members should take place, the members will excuse themselves from the meeting and return when they have achieved the right to disagree with respect.
7. Members will observe time limits on speaking when they are invoked.
8. Members who agree to take on a task will complete that task on time.
9. When discussing Advisory Council issues outside of the Group meeting, members will separate issues from persons or personalities.
10. Members will not use factors unrelated to Advisory Council issues (i.e. HIV status, race, ethnicity, class, sex, sexual orientation, gender identity or expression, religious preference or other aspects of human diversity) against other members.
11. Group decisions are reached by consensus or majority vote as defined in the bylaws.
12. Members will refer all media inquiries to the Grantee Program Administrator.

## **Bylaws Ratification**

These Bylaws ratified by a two-thirds (2/3) majority vote of the quorum of the Baton Rouge Transitional Grant Area Ryan White Advisory Council on November 16, 2017.

### **BRTGA Advisory Council Executive Committee**

Chairperson: _____	Date: <u>November 16, 2017</u>
Co-Chairperson: <u>Gjvar Payne</u>	Date: <u>November 16, 2017</u>
Secretary: <u>Austin Matthews</u>	Date: <u>November 16, 2017</u>
Member-at-Large: <u>Sarah Jackson</u>	Date: <u>November 16, 2017</u>

### **Grantee Representative**

Name: \_\_\_\_\_ Date: November 16, 2017