Executive Committee

Wednesday, July 29, 2026

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

I.	Call to Order	Harold McIntyre
II.	Introductions	All
III.	Meeting Housekeeping	Harold McIntyre
IV.	Floor Open to the Public	Joanna Robinson
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of May 27, 2026	All
VII.	Reports	
	• Vacancies/Membership Updates	Staff
VIII.	Standing Business	
	• Planning Council Expenditures FY 2026-27 Quarter 1	All
	• Edits to Bylaws	All
	• Calendar of Activities	All
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	• Special Projects Discussion	All
X.	Announcements and Open Discussions	All
	• Get on Board September 2, 2026	
XI.	Next Meeting: **September 30, 2026,** at **Behavioral Science Research**	Joanna Robinson
XII.	Adjournment	Harold McIntyre

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(305) 445-1076 x107 or marlen@behavioralscience.com.

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MIAMI-DADE HIV/AIDS PARTNERSHIP

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Meeting Housekeeping
Executive Committee

Created by *Behavioral Science Research*

Updated July 2026

Disclaimer & Code of Conduct

- ❑ Audio of this meeting is being recorded and will become part of the public record.
- ❑ Members serve the interest of the Miami-Dade HIV community as a whole, not private or personal interests
- ❑ Member shall treat all persons, issues, and business fairly.
- ❑ Members shall refrain from side-bar conversations in accordance with Florida Government in the Sunshine laws.

Meeting Participation

Everyone has a role to play!

- ❑ Only Executive Committee members vote at today's meeting.
- ❑ All attendees may address the board as time allows and at the discretion of the Chair.
- ❑ Please *share your expertise* on the current Agenda topics and motions. Remember to . . .
  - ▪ Raise your hand to be recognized by the Chair or added to the queue during discussions.
  - ▪ Avoid repeating points previously addressed.
- ❑ Announcements can be made at the end of the meeting as time allows. Announcements should inform or educate the community and must not be used to advance personal interests or any form of financial gain.

About the Partnership

- The Miami-Dade HIV/AIDS Partnership is the official Ryan White Program Planning Council for Miami-Dade County.
- Partnership Members are appointed by the Mayor of Miami-Dade County based on recommendations by the Community Coalition Roundtable.
- The Executive Committee is one of six Standing Committees of the Partnership.
- All Partnership and Standing Committee members are volunteers and commit to abiding by the Partnership's Bylaws, including regular meeting attendance and completion of required training and paperwork.
- See staff after the meeting for additional details.

Language Matters!

Words can be stigmatizing or empowering.

Please consider how we refer to people:
People with HIV, ***People*** with substance use disorders, ***People*** who are unhoused, etc.

Please **do not** use these terms when referring to people:
Dirty. Clean. Full-blown AIDS. Victim.

Please don't say, **INFECTED with HIV.**
Instead, say **ACQUIRED HIV, DIAGNOSED with HIV,** or **CONTRACTED HIV.**

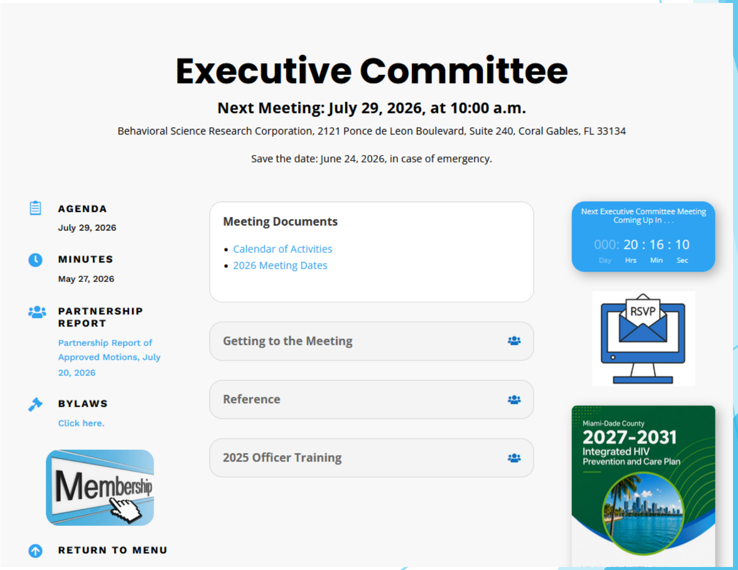
Please don't say **RISKS.** Instead, say **REASONS.**

Resources

- ❑ Behavioral Science Research Corp. (BSR) staff are the Resource Persons for this meeting.

- ❑ See staff after the meeting if you are interested in membership or if you have a question that wasn't covered during the meeting.

- ❑ Find today's presentation and supporting documents at www.partnershipmiami.org or by scanning the QR code on your agenda.



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Floor Open to the Public

"Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns.

"BSR has a dedicated line for statements to be read into the record. No statements were received."

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MIAMI-DADE HIV/AIDS PARTNERSHIP

Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Blvd., Ste. 240
Coral Gables, FL 33134

May 27, 2026, Minutes

#	Members	Present	Absent	Guests	
1	Ferrer, Luigi	X			
2	Hallmon, Rolando	X			
3	Hill, Lileaus	X			
4	Lopez, Crystal		X		
5	Machado, Angela	X			
6	McIntyre, Harold		X		
7	Muñoz, Virginia	X			
8	Robinson, Joanna		X		
9	Santiago, Steven	X			
10	Shmuels, Diego		X	**Staff**	
11	Stonestreet, Stephanie	X		Ladner, Robert	Meizoso, Marlen
Quorum = 5					

Note that all documents referenced in these minutes were accessible to members and the public prior to and during the meeting, at https://partnershipmiami.org/partnership/#excom1.

I. Call to Order *Angela Machado*

Angela Machado volunteered to chair the meeting. She called the meeting to order at 10:06 a.m., welcomed everyone, and reviewed the main tasks for the day.

II. Introductions *All*

Ms. Machado introduced herself and requested introductions from all the participants around the room.

III. Meeting Housekeeping *Angela Machado*

Ms. Machado and members reviewed the meeting housekeeping presentation which provided the ground rules and reminders for the meeting.

IV. Floor Open to the Public *Angela Machado*

Ms. Machado, opened the floor to the public with the following statement:

"Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email."

No comments were made, so the floor was closed.

V. Review/Approve Agenda *All*

The Committee reviewed the agenda which had been posted online in advance of the meeting. For all items with Harold McIntyre's or Johanna Robinson's name, Angela Machado should be indicated as the lead.

Motion to approve the agenda as amended.
Moved: Luigi Ferrer **Seconded: Virginia Munoz** **Motion: Passed**

VI. Review/Approve Minutes of March 25, 2026 *All*

The Committee reviewed the March 25, 2026, minutes and approve them as written.

Motion to approve the minutes of March 25, 2026, as presented.
Moved: Stephanie Stonestreet **Seconded: Lileaus Hill** **Motion: Passed**

VII. Reports

- **Vacancies/Membership Updates** *All*

Staff shared the report of vacancies as of May 2026, reflecting all vacancies on the Partnership and its committees. Members suggested speaking with Urban Health, Banyan Health, or The Village South as possible SAMSHA grantees.

VIII. Standing Business

- **Planning Council Expenditures FY 2025-2026 Quarter Four** *All*

The Committee reviewed the final Quarter Four FY 2025 Planning Council expenditures. Survey and mileage costs increased compared to what was allocated.

IX. New Business

- **Edits to Bylaws** *All*

The Committee began reviewing the edits to the Bylaws and each member participated in reading the document out loud. The following edits and comments were made:

- On page 2, check if, "living with HIV/AIDS" is language used in the Ryan White Care Act or if can be changed to, "living with HIV".
- On page 2, Instead of keeping all the stricken language on item 10, keep the language until, "the Code" and add a period.
- On page 3, remove the extra period in item B, and change "s/he" to "they".
- On page 4, remove semicolons and use periods, remove, "and" from item 3. Add "or" after "personally provide," and add "services" after "provide" on number 4.
- On page 4, check if PIR language is in the Ryan White Care Act and remove extra space on iii.
- On page 4, Remove underline from item 1.
- On page 5, remove underline from number 9 and check Ordinance language for item 17. Remove, "and" after 1.a., and add to 1.b.
- On page 6, check spacing in item e.
- On page 7, check spacing on item h; strike, "from the affected HIV/AIDS communities" and change

to, “community members living with HIV”; strike, “outreach” and change to, “recruitment”; and move item 4 to the next page.

- □ On page 8, change DOH name to, “Office of HIV/AIDS to STD/HIV/AIDS Prevention and Control Program”.
- □ On page 12, remove extra space from a.; and strike Recipient from c.

Members completed Bylaws edits through page 12. There was not sufficient time to review additional pages. For the next review in July the Committee plans to review pages 13-28.

- **Calendar of Activities** *All*

The Committee reviewed the calendar of activities. If the Partnership is not able to meet on June 1, the Executive Committee will have to meet in June. If not, the next meeting will be July 29, 2026. Bylaws review will continue in July and September. The change will be updated on the calendar of activities.

X. Announcements and Open Discussion *All*

Attendees were reminded that the next Get on Board training is scheduled for June 3, 2026. Registration for the event is accessible via the posted QR code.

No open discussion items were shared.

XI. Next Meeting *Angela Machado*

The next scheduled Executive Committee meeting is scheduled for Wednesday, July 29, 2026, at BSR.

XII. Adjournment *Angela Machado*

With the conclusion of all business, Ms. Machado thanked everyone for participating, and adjourned the meeting at 11:52 a.m.

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MAKE A DIFFERENCE IN HIV CARE IN MIAMI-DADE COUNTY!

The Miami-Dade HIV/AIDS Partnership

The official Ryan White Program Planning Council in Miami-Dade County and the Advisory Board for HIV/AIDS to the Miami-Dade County Mayor and Board of County Commissioners.

YOUR VOICE. YOUR COMMUNITY. REAL IMPACT.

- Influence how more than **$27 MILLION** in Ryan White funds are used
- Help improve HIV care and support services for **9,000+ PEOPLE** living with HIV
- Advise Miami-Dade County leaders on HIV-related issues and policies
- Build leadership, policy and community engagement skills

OPEN SEATS ON THE PARTNERSHIP

5 RYAN WHITE CLIENT SEATS

For Ryan White Program Clients who are not affiliated or employed by a Ryan White Part A funded service provider.

5 COMMUNITY & PROFESSIONAL SEATS

For people with HIV, service providers, and community stakeholders with experience, skills, and a commitment to our community.

Your voice is needed. Your community counts.

Join us in making an impact!

BECOME A MEMBER IN 3 EASY STEPS

1. **CONFIRM ELIGIBILITY**
   See requirements to the right.
2. **CONTACT US**
   Email us to learn more and request an application.
3. **ENGAGE & SERVE**
   Meet with the Membership Committee and start making a difference!

For more information, contact:

mdcpartnership@behavioralscience.com

DO YOU QUALIFY?

If you answer "YES" to these questions, you could qualify for membership!

- Are you a resident of Miami-Dade County?
- Are you a registered voter in Miami-Dade County?
  Note: Some seats for people with HIV are exempt from this requirement.
- Can you volunteer three to five hours per month for Partnership activities?

THANK YOU FOR YOUR SERVICE TO PEOPLE WITH HIV!

Be sure to bring a Ryan White client to your next meeting!

COMMITTEE OPPORTUNITIES

YOUR INTEREST. YOUR IMPACT. YOUR COMMUNITY.

Work with a dedicated team of volunteers on these Partnership committees

PEOPLE WITH HIV ARE ENCOURAGED TO JOIN!

CARE & TREATMENT COMMITTEE

8 OPEN SEATS

- 4 PEOPLE WITH HIV
- 4 GENERAL MEMBERS

Allocate Ryan White funds, set priorities for health and support services, and improve care for people with HIV.

HOUSING COMMITTEE

7 OPEN SEATS

- 1 PEOPLE WITH HIV
- 6 GENERAL MEMBERS

Work with the City of Miami Housing Opportunities for Persons with AIDS Program to address housing challenges for people with HIV.

MEDICAL CARE SUBCOMMITTEE

8 OPEN SEATS

- 5 PEOPLE WITH HIV
- 3 EXPERTISE-SPECIFIC SEATS*

Oversee updates to medical treatment guidelines and the Ryan White Prescription Drug Formulary.

*Examples: Physician, Pharmacist, Mental Health Professional

PREVENTION COMMITTEE

4 OPEN SEATS

- 4 PEOPLE WITH HIV

Develop and monitor local Ending the HIV Epidemic activities and mobilize community action on the latest HIV prevention initiatives.

STRATEGIC PLANNING COMMITTEE

10 OPEN SEATS

- 5 PEOPLE WITH HIV
- 5 GENERAL MEMBERS

Develop and monitor the official HIV Prevention and Care Integrated Plan and the State of HIV report.

COMMUNITY COALITION

4 OPEN SEATS

- 4 PEOPLE WITH HIV

Recruit and train new members, share meals and testimonials, and strengthen community engagement.

For more information, contact:

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Your voice matters.

Help shape the future of HIV care and prevention in Miami-Dade County.

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Organization							
Behavioral Science Research Corporation							
		Staff Support Part A Budget-Expenses Reconciliation					
		BUDGET	**EXPENSE Q1**	**EXPENSE Q2**	**EXPENSE Q3**	**EXPENSE Q4**	**FINAL EXPENSES**
FTE	***Personnel 2.53***	**$296,947**	$74,237				$74,237
Travel: Mileage, Parking & Tolls (local)		**$320**					$0
Travel: Long Distance Travel		**$1,777**					$0
Supplies: Office Supplies		**$512**					$0
Supplies: Copier/PC Supplies and Maintenance		**$1,800**	$450				$450
Contractual: Surveys and Studies		**$13,680**	$1,800				$1,800
Other Direct Costs: IT Maintenance (Labor Costs)		**$720**	$190				$190
Other Direct Costs: Partnership Website		**$780**					$0
Other Direct Costs: Surveys and Studies Support (Client Incentives)		**$5,400**					$0
Other Direct Costs: Planning Council Outreach/Public Relations		**$483**	$52				$52
Other Direct Costs: Communications (Telephones and DSL Services)		**$2,769**	$223				$223
Other Direct Costs: Copier Costs		**$1,944**	$961				$961
Other Direct Costs: PWH and Partnership - Postage and Delivery		**$80**					$0
Other Direct Costs: Meeting Expenses		**$960**					$0
Other Direct Costs: Rent		**$55,669**					$0
Other Indirect/Admin. Costs:		**$16,159**	$312				$312
	TOTAL AWARD	**$400,000**	**$78,224**				**$78,224**

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July 2026 Review

MIAMI-DADE
HIV/AIDS PARTNERSHIP

BYLAWS

Effective Date: January 7, 2025

The Miami-Dade HIV/AIDS Partnership, having been duly established by the Board of County Commissioners of Miami-Dade County, Florida by Ordinance No. 98-127 codified in Chapter 2, Article LXXX of the Code, hereby adopts these Bylaws for the purpose of establishing the basic rules by which it shall conduct its business and discharge its obligations

Behavioral Science Research
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134
Miami-Dade County

TABLE OF CONTENTS

MIAMI-DADE COUNTY HIV/AIDS PARTNERSHIP BYLAWS

ARTICLE 1. Description of the Miami-Dade HIV/AIDS Partnership

SECTION 1.1. Name, Area of Service, Legal Location, Fiscal Year

A. Name: The name of the organization shall be the Miami-Dade HIV/AIDS Partnership (Partnership).

B. Area of Service: The area served by the Partnership shall be Miami-Dade County, Florida. The legislative and governing body of Miami-Dade County (County) is the Board of County Commissioners which, under the Miami-Dade County Home Rule Charter, has the power to provide health programs for all of Miami-Dade County including all municipalities located within Miami-Dade County.

C. Legal Location: The legal location for the Partnership shall be c/o Miami-Dade County, Office of Management and Budget, 111 N.W. 1st Street, 22nd Floor, Miami, Florida 33128.

D. Fiscal Year: The fiscal year of the Partnership shall begin on March 1 of the current year and end on the last day of February of the year following.

SECTION 1.2. Purpose and Duties

A. The purpose of the Miami-Dade HIV/AIDS Partnership is to enable the County and other governmental entities to apply for, receive, plan for, assess, and allocate financial assistance under Title XXVI of the Public Health Service Act as amended by the Ryan White HIV/AIDS Treatment Extension Act of 2009 (hereinafter called the "Ryan White Program"), Healthy Communities 2030 Objectives, AIDS Housing Opportunity Act, and the Housing and Community Development Act of 1992, State of Florida General Revenue care and treatment allocations, and other HIV/AIDS related funding as it becomes available; and to advise the Miami-Dade County Board of County Commissioners, the Mayor and other governmental entities on HIV/AIDS related issues.

B. The duties of the Partnership shall include, but not be limited to:

   1. Establishing methods for obtaining input on community needs and priorities, which may include public meetings, conducting focus groups, and convening workgroups.

   2. Developing and implementing a community-wide comprehensive plan for the organization and delivery of HIV-related health and supportive services that is compatible with State of Florida and county plans regarding the provision of health and supportive services to people with HIV.

   3. Establishing service priorities for the allocation of Ryan White Part A and Minority AIDS Initiative (MAI) funds within the County as provided by the Ryan White Program of 1990, Public Law 101-381, as such Act may be amended from time to time or superseded by a new law, including how best to meet each such priority and individual factor that the County should consider in allocating funds under Part A of the Ryan White Program. Service priorities and recommendations for funding allocations shall be based on the:

      a. Documented needs of the population affected by HIV/AIDS within Miami-Dade County;

b. Priorities of the communities affected by HIV/AIDS for whom the services are intended;

c. Cost and outcome effectiveness of proposed strategies and interventions, to the extent that such data are available; and

d. Availability of other governmental and non-governmental resources.

4. Making recommendations for other HIV/AIDS programs.

5. Serving in an advisory capacity to the Board of County Commissioners, City of Miami, Florida Department of Health-Office of HIV/AIDS (at the state and local levels), the respective County and City mayors, the U.S. Health Resources and Services Administration (HRSA) and other public and governmental entities with respect to all issues affecting or relating to persons at risk of contracting or living with HIV~~/AIDS~~.

6. Participating in the development of the Statewide Coordinated Statement of Need initiated by the State of Florida's public health agency responsible for administering grants under the Ryan White Program.

7. Establishing mechanisms for addressing grievances with respect to Part A funding and any other matter deemed appropriate by the Partnership, including but not limited to procedures for submitting grievances for Part A allocations that cannot be resolved by binding arbitration as required by the Ryan White Program. Grievance procedures developed by the Partnership shall be submitted for review and approval to the appropriate federal agency. These grievance procedures are set forth in Addendum A to these Bylaws and are hereby incorporated by reference. These procedures shall become the sole dispute resolution mechanism and shall take precedence over all other County dispute resolution mechanisms including, but not limited to, the County bid protest procedures.

8. Assessing the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the County and, at the discretion of the Partnership, assessing the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.

9. Adhering to the national initiatives for care and treatment and prevention of HIV/AIDS.

10. Adhering to all applicable nondiscrimination laws and regulations. Consistent with the policies of the Miami-Dade Board of County Commission, as set forth in Chapter 11-A of the Code., ~~the Partnership shall not discriminate against any person on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or gender expression, status as a victim of domestic violence, dating violence or stalking, or source of income.~~ The Partnership shall also adhere to all other federal, state and local civil rights laws and regulations.

11. Performing any other duties conferred to the Partnership by the Code and/or required by funding sources for Partnership programs.

ARTICLE 2. Legal Compliance

SECTION 2.1. Code of Ethics

A. All members of the Partnership, standing committees, subcommittees, and workgroups (collectively referred to as "members") shall comply with all applicable federal, state and County Code of Ethics governing financial interest, ownership or other business disclosure and conflict of interest rules, including those which pertain specifically to the Ryan White Program and except those which are specifically excluded by the Ordinance creating the Miami-Dade HIV/AIDS Partnership or opinions rendered by the Miami-Dade Commission of Ethics and Public Trust.

SECTION 2.2. Conflict of Interest

A. Members shall abide by the state, county, and federal laws, Florida Statutes and the Code regarding conflicts of interest, except that Section 2-11.1 (c) and (d) of the Conflict of Interest and Code of Ethics Ordinance of the County are waived for members transactions arising from the exercise of those powers given the members by the Ryan White Program. Notwithstanding this, members are governed by all other sections of the Conflict of Interest and Code of Ethics ordinance.

B. Members may vote on funding recommendations that affect a specific category of service that includes themselves or their organization, but under federal law, they may not vote on any funding recommendation that will specifically and directly benefit their organization if they are the sole provider of that service, and the funding recommendation does not designate amounts or percentages among the various providers in a particular service category.~~.~~

C. Pursuant to Miami-Dade Commission on Ethics and Public Trust Opinion Nos. 02-43 and 05-50, all members in specific service categories are prohibited from voting for funds in their specific service category if they are the sole subrecipient in that category.

D. Members with a conflict of interest must recuse themselves from discussion and voting on any subject matter pertaining to the allocation of funds for a service category where the member has a conflict of interest.

SECTION 2.3. Government in the Sunshine

A. Meetings: All meetings must be held in accordance with Florida's Government in the Sunshine Law, chapter 286, Florida Statutes, which prohibit discussion outside a properly noticed meeting between two or more members of the same board regarding any matter of business that may possibly come before the body for action (see 2.3.B, Members, below).

B. Members: All members of the Partnership and its standing committees, subcommittees, or workgroups must comply with Florida's Government in the Sunshine Law. This prohibition extends to all methods of communications between the parties, including but not limited to written communications, or communications via telephone, social media, texting or emailing. If a member is in doubt of the legal responsibilities under the Florida Sunshine law, ~~s/he~~they should consult directly with the County Attorney's Office.

SECTION 2.4. Grievances

A. The Partnership is required by the Ryan White Program to establish grievance procedures for addressing grievances with respect to funding. ~~-~~These grievance procedures are set forth in Addendum A to these Bylaws and are hereby incorporated by reference.

ARTICLE 3. Miami-Dade HIV/AIDS Partnership Composition

SECTION 3.1. The Partnership

A. Composition

1. The Partnership shall be composed of thirty (30) voting members appointed by the Mayor.~~;~~
2. Thirty-three percent (33%) of members must be HIV positive.~~;~~
3. No organization shall have more than one representative or employee as a member, except as mandated by the legal requirements of Partnership programs.~~; and~~
4. No more than twenty (20) individuals shall be appointed who personally provide, or who represent entities that provide services, or who otherwise possess a financial relationship with entities that provide HIV related services funded by Partnership programs.
5. Pursuant to Section 2-1101(g) of the Code, the Partnership shall reflect in its composition the demographics of the epidemic in Miami-Dade County, with particular consideration given to disproportionately affected and historically underserved groups, subpopulations, and geographic areas in Miami-Dade County.

   a. Composition of the Partnership, including committee and subcommittee membership, shall strive to assure the following:

   (i) ~~Parity, w~~With each member having equal opportunity for input and participation as well as equal voice in voting and other decision-making activities;

   (ii) ~~Inclusiveness, t~~That all affected communities are represented and involved in a meaningful manner in the community planning process;

   (iii) ~~-~~T~~**Representation, t**~~hat members who represent a specific community truly reflect that community's values, norms, and behaviors.

   b. The requirements set forth in subsection a, above, shall not apply to workgroups established by the Partnership.

B. Members

The Partnership shall include thirty (30) members:

1. Ten (10) member representatives of affected communities, including persons with HIV, or members of a federally recognized Indian tribe as represented in the population, or individuals co-infected with hepatitis B or C, and historically underserved groups and subpopulations;

Commented [MM1]: This language stems from Ordinance

Commented [MM1R2]: Suggest only removing first words Parity, Inclusion, Representation (DEI)

2. One (1) health care organization representing a Federally Qualified Health Center;
3. One (1) Community Based AIDS Service Organization (CBO/ASO) representative;
4. Two (2) housing, homeless, or social service providers;
5. One (1) mental health provider;
6. One (1) substance abuse provider;
7. One (1) HIV prevention service provider;
8. One (1) representative of a hospital or health care planning agency;
9. One (1) representative of Miami-Dade County who shall not be a Ryan White Program recipient representative, whose position is not funded by Part A of the Ryan White HIV/AIDS Program (RWHAP), who does not provide in-kind services, and who has no significant involvement in the RWHAP Part A grant;
10. One (1) state government Ryan White Program Part B grantee representative;
11. One (1) representative from agencies receiving grants under Ryan White Part C;
12. One (1) representative from agencies receiving grants under Ryan White Part D, or from organizations with a history of providing services to children, youth, and families, if funded locally;
13. Four (4) grantee representatives of other federal HIV programs including, but not limited to, Centers for Disease Control and Prevention (CDC), HOPWA, Ryan White Part F, and Substance Abuse and Mental Health Services Administration (SAMHSA), if funded locally;
14. One (1) state government/Medicaid Agency representative;
15. One (1) local public health agency representative from the Miami-Dade County Health Department (Florida Department of Health in Miami Dade County);
16. One (1) non-elected community leader who does not provide HIV related health care services subject to funding under the Partnership programs;
17. One (1) former inmate of a local, state, or federal prison released from the custody of the penal system during the preceding three (3) years and had HIV disease as of the date of release, or a representative of an incarcerated person with HIV.

Commented [MM2]: Ordinance language

C. Ex-officio Representatives

1. The Partnership shall include three (3) ex-officio representatives:
   a. One (1) ex-officio representative from the Office of the Miami-Dade County Mayor; ~~and~~
   b. One (1) ex-officio representative from the Board of County Commissioners; and~~.~~
   c. One (1) ex-officio representative from the Miami-Dade County Public Schools.

SECTION 3.2. Standing Committees

A. Composition

1. The Partnership shall have standing committees.
2. The purpose of standing committees is to serve in an advisory capacity to the members of the Partnership.
3. Standing committees do not have the authority to bind the Partnership or the County. Accordingly, standing committees may only make recommendations and suggest motions that the Partnership and other standing committees, where applicable, may consider.

B. Membership

1. Each standing committee shall have a maximum of 16 members, except for the Prevention Committee which shall have a maximum of 24 members, and the Executive Committee which shall have a maximum of 12 members.
2. Pursuant to Section 2-1103 of the Code, the size and membership composition of the standing committees shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Pursuant to Section 2-1103 of the Code, each standing committee shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of standing committees must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each standing committee shall consist of one-third (1/3) plus one (1) of the current voting members.

C. Standing Committees

1. **Executive Committee**

   The Executive Committee shall:

   a. Be comprised of the Chair and Vice-Chair of the Partnership and the Chair and Vice-Chair of each standing committee;

   b. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;

   c. Act on behalf of the Partnership in the event of any emergency that does not permit holding a regular meeting or calling a special meeting of the Partnership;

   d. Establish rules of conduct for all Partnership and committee meetings;

   e. Act as a steering committee, delegating Partnership and standing committee responsibilities in order to ensure coordination and prevent duplication of activities;

f. Evaluate the work of the contracted Staff Support subrecipient with all standing committees, subcommittees, and work groups, reviewing the Staff Support subrecipient's budget in light of contractual obligations, federal mandates, and emergent Partnership needs;

g. Review proposed changes to Partnership Bylaws and make recommendations to the Partnership, as needed; and

h. Review grievances that arise from the Partnership or the community regarding whether the Partnership follows its policies and procedures. Such complaints shall be thoroughly reviewed and presented to the full Partnership for its consideration.

2. Care and Treatment Committee

The Care and Treatment Committee shall:

a. Meet monthly, ~~including multiple dates during the Annual Needs Assessment,~~ but may choose to cancel a scheduled meeting if there is no business to transact;

b. Develop and implement all care and treatment planning;

c. Conduct an annual comprehensive needs assessment;

d. Establish or revise Ryan White Part A service priorities and complete the priority setting and resource allocation processes for each fiscal year;

e. Make recommendations to the Partnership on service priorities and use of other funds to target the areas of greatest need; and

f. Make recommendations to appoint two (2) nominees to the Florida Comprehensive Planning Network's (FCPN) Patient Care Planning Group (PCPG). At least one (1) member selected for the planning group shall be a Partnership member.

3. Community Coalition Roundtable

The Community Coalition Roundtable shall:

a. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;

b. Recruit potential Partnership and committee members from the community and encourage others ~~from the affected HIV/AIDS communities~~ community members living with HIV to become more involved in Partnership activities;

c. Publicize an open nominations process, review applications, and nominate candidates for Partnership membership;

d. Develop and implement education and recruitment programs for the community to learn more about the Partnership and its activities;

e. Develop and implement programs for training of Partnership and community members; and

f. Complete community ~~outreach~~ recruitment initiatives and report input and action items to the Partnership from community-based organizations and other groups.

~~f.~~

4. **Housing Committee**

The Housing Committee shall:

a. Meet monthly, but may choose to cancel a scheduled meeting if there is no business to transact;

b. Determine priorities and make funding and policy recommendations to the HOPWA grantee for the use of HOPWA funds;

c. Bring knowledge and expertise on financing, developing, and managing special need and affordable housing;

d. Coordinate planning efforts to address housing and housing-related services and identify opportunities to expand available housing for people with HIV in Miami-Dade County; and

e. Engage key policymakers and stakeholders from both the public and private sectors in identifying additional resources and solutions to housing and housing-related service needs of people with HIV.

5. **Prevention Committee**

The Prevention Committee shall:

a. Meet monthly as a standing committee, or with the Strategic Planning Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;

b. Review all pertinent data required to prioritize HIV prevention needs and collaborate with the FDOH-MDC, ~~Office of HIV/AIDS~~ STD/HIV/AIDS Prevention and Control Program on how to best obtain additional data and information;

c. Assess existing community resources to determine the community's capability to respond to the HIV/AIDS epidemic;

d. Identify unmet HIV/AIDS prevention needs within defined populations;

e. Prioritize HIV/AIDS prevention needs by target population and geographic areas, and propose high-priority strategies and interventions; and

f. Make recommendations to appoint two (2) nominees to the Florida Comprehensive Planning Network's Prevention Planning Group. At least one (1) nominee shall be a Partnership member. Applicants must meet the requirements for nominees in accordance with the Centers for Disease Control and Prevention guidelines.

6. **Strategic Planning Committee**

The Strategic Planning Committee shall:

a. Meet monthly as a standing committee, or with the Prevention Committee to review and oversee the *Miami-Dade County Integrated Prevention and Care Plan for HIV/AIDS*, but may choose to cancel a scheduled meeting if there is no business to transact;

July review starts here

b. Develop an annual report for the community, including the Miami-Dade County Board of County Commissioners, describing the Partnership's activities and the state of the epidemic in Miami-Dade County;

c. Assess the efficiency of the administrative mechanism for rapidly allocating funds to the areas of greatest need within the County; and

d. Make recommendations to the Partnership regarding legislative and regulatory funding issues, and policy and rule changes related to HIV/AIDS and the Ryan White Program.

SECTION 3.3. Subcommittees

A. Composition

1. The Partnership may have one or more subcommittees.
2. Subcommittees are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.
3. The purpose of subcommittees is to serve in an advisory capacity to the members of the Partnership.
4. Subcommittees do not have the authority to bind the Partnership or the County. Accordingly, subcommittees may only make recommendations and suggest motions that the Partnership and standing committees, where applicable, may consider.
5. Subcommittees are expected to meet on a monthly basis and shall operate indefinitely or until such time as the Partnership determines they are no longer integral to the committee's functioning.

B. Membership

1. Each subcommittee shall have a maximum of 16 members.
2. Pursuant to Section 2-1103 of the Code, the size and membership composition of subcommittees shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Pursuant to Section 2-1103 of the Code, each subcommittee shall strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of subcommittees must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each subcommittee shall consist of one-third (1/3) plus one (1) of the current voting members.

C. Subcommittees

1. Medical Care Subcommittee

   The Medical Care Subcommittee shall:

a. Meet monthly from January through November, but may choose to cancel a scheduled meeting if there is no business to transact;

b. Make recommendations to the Care and Treatment committee regarding medical policies and procedures, quality management and improvement, Ryan White Program treatment guidelines and standards, and outcome measures, performance measures, and standards of care related to the delivery of Outpatient Medical Care, Prescription Drugs, and other core medical services; and

c. Coordinate with State AIDS Drug Assistance Program (ADAP) and General Revenue to review formularies, expenditures, and utilization data patterns to make recommendations regarding the local Ryan White Part A Program Prescription Drug Formulary.

SECTION 3.4. Workgroups

A. Composition

1. The Partnership may have one or more workgroups.
2. Workgroups are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.
3. The purpose of workgroups is to serve in an advisory capacity to the members of the Partnership.
4. Workgroups do not have the authority to bind the Partnership or the County. Accordingly, workgroups may only make recommendations and suggest motions that the Partnership and standing committees, where applicable, may consider.
5. Workgroups are expected to meet on a monthly basis and have a one-year term of existence or such other terms as determined by the Partnership. Workgroups may request extensions of their term from the Partnership.

B. Membership

1. Each workgroup shall have a maximum of 16 members.
2. Pursuant to Section 2-1103 of the Code (“Code”), the size and membership composition of each workgroup shall be vested solely in the Partnership, and members may be appointed who are not Partnership members.
3. Under Section 2-1103 of the Code, workgroups are exempt from the requirement to strive to maintain no less than one-third (1/3) membership by representatives of the affected community.
4. Persons who are appointed to serve as members of workgroups must also meet the minimum requirements of Section 2-11.36 et seq. of the Code which sets forth the standards for County boards, including being a resident of Miami-Dade County and a qualified elector.
5. Quorum for each workgroup shall consist of one-third (1/3) plus one (1) of the current voting members.

SECTION 3.5. Dissolution

Upon a motion by the Partnership or upon a recommendation from a standing committee, subcommittee, or workgroup, the Partnership may consider the dissolution of such standing committee, subcommittee, or workgroup, upon completion of their assigned business or in the event their purpose for its existence no longer exists. A vote for dissolution must be carried by a two-thirds (2/3) majority at both the committee level and by the Partnership present at a properly constituted meeting.

ARTICLE 4. Membership

SECTION 4.1. The Partnership

A. Applications, Nominations, and Requirements

1. The Partnership shall maintain at all times a fair and open nominations process for the Partnership, standing committees, subcommittees, and workgroups.
2. Membership Requirements
   a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of the Partnership shall:
      i. Be permanent residents of Miami-Dade County;
      ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement; and
      iii. Have reputations for integrity and community service.
   b. Exemption: Notwithstanding the previous sentence, members who are appointed by the Mayor to fill one of the ten (10) representatives of the affected community seats and the seat of former inmate of a local, state, or federal prison shall be exempt from the qualified elector requirement as prescribed by Sections 2-11.38 and 2-1102(a) of the Code.
3. Nomination Process
   a. The Community Coalition ~~Committee~~ Roundtable shall recruit, review and recommend nominees for initial appointment as general members on the Partnership. This committee shall forward names of nominees to the Partnership for review and recommendation for appointment by the Mayor.
   b. Support staff for the Partnership shall provide an analysis of current Partnership demographics for consideration in the review process; parity, inclusiveness, and representation (PIR) shall be taken into account.
4. Appointment Process
   a. The Partnership will forward recommended nominees to the Mayor.
   b. All Partnership members are appointed by the Mayor.

c. The Mayor shall identify at the time of appointment to the Partnership which designated seat listed in Article 3 each member shall represent. The Mayor shall appoint at least one (1) member from each category.

d. In the case of public agency representatives, the appropriate authority shall make the nomination subject to the review process and subsequent appointment by the Mayor.

~~5. Partnership Alternates~~

~~a. Nominations for alternates shall follow the same process for initial appointment as that followed for general members.~~

B. Term of Office (Partnership)

1. Partnership Term Limits

a. The term of office for all Partnership members shall be in accordance with Sections 2-11.38.2 and 2-1102(h) of the Code.

b. Members shall be appointed to terms not to exceed three (3) years from the date of the Mayor's appointment of said member.

2. Partnership Second Term

a. No Partnership member shall be permitted to serve more than two (2) consecutive and complete terms of three (3) years except as required by law.

b. In the event a Partnership member seeks a second term of office, reappointment as a member of the Partnership shall comply with Section 4.1 of this article.

3. Exemptions

a. Notwithstanding the above, for the purpose of continuity, a Partnership member's term may be extended beyond two terms specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the Partnership or of the committees, subcommittees, or workgroups to which they had been appointed, and may serve as members of other committees or subcommittees at the discretion of the Partnership.

b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, subcommittee, or workgroup of which they are a member.

c. Notwithstanding B.2., above, in accordance with Section 2-1102 of the Code, members appointed to fill government, ~~Recipient,~~ or other grantee seats are exempted from these requirements and shall serve as members of the Partnership for as long as they are designated by their respective agencies to serve in this capacity.

4. Change in Representative Status

a. If a member appointed to represent a category listed in subsection (a) or (b) above loses such representative status, fails to maintain the qualifications for membership set forth in Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.

C. Duties and Responsibilities (Partnership)

1. General Requirements
   a. Serve on at least one (1) standing committee or subcommittee as suited to the member's interests, skills and needs of the Partnership.
   b. Devote a minimum of four (4) hours per month to Partnership and committee activities, including, but not limited to:
      i. Replying to Partnership, committee, subcommittee, or workgroup meeting notices by confirming attendance with Partnership staff;
      ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the Partnership;
      iii. Attending meetings; and, as appropriate
      iv. Submitting reports and/or feedback.
   c. Support the planning, needs assessment, and priority setting processes of the Partnership.
   d. Contribute professional and personal expertise to further the work of the Partnership.
   e. Uphold the goals, objectives, policies, and procedures of the Partnership.
   f. Comply with attendance and training requirements detailed in these Bylaws;
   g. Submit an annual Financial Disclosure Statement (e.g., Source of Income form, etc.), required by Section 2-11.1(i) of the Code; and
   ~~g.~~ h. Adhere to all other federal, state, and local civil rights laws and regulations.
2. Attendance Requirements
   a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-1102G) of the Code, as follows:
      i. Five (5) absences from scheduled meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.
      ii. A member is counted as absent from a meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less;
      iii. Absences which are due to Partnership business-related travel are not counted against the total of five (5) absences.
3. Training Requirements
   a. Attend Partnership New Member Orientation and Training within the first three (3) months of appointment;
   b. Attend Miami-Dade County Advisory Board Member Ethics Training within the first three (3) months of appointment;

c. Attend Miami-Dade County Mandatory Advisory Board Sexual Harassment Prevention Training, as available; and

d. Comply with all other Partnership and/or Miami-Dade County Government training requirements.

D. Vacancies (Partnership)

1. Public Notice of Vacancies

   a. As vacancies arise, they shall be publicly advertised.

   b. Applications for seats on the Partnership are accepted on an ongoing basis.

2. Applicant Notice of Vacancies

   a. Applicants shall be notified when a vacancy occurs for which an applicant is qualified or for which an applicant has applied (See Section 4.1).

3. Filling Vacancies

   a. All ~~full member and alternate member~~ vacancies on the Partnership shall be filled by appointees of the Mayor on the recommendation of the Partnership.

   ~~b. Alternates shall be appointed to full membership status by the Mayor on the recommendation of the Partnership.~~

E. Removals (Partnership)

1. Resignation

   a. Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to the relevant committee Chair or staff.

   b. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.

   c. All resigning members are required to complete a Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

2. Attendance Non-compliance

   a. Five (5) absences in the County fiscal year (October 1 to September 30) shall constitute grounds for automatic removal from the Partnership, standing committee, subcommittee, or workgroup (see C.2, above). Notwithstanding the foregoing, the Board of County Commissioners may waive this provision as it relates to Partnership members in accordance with Section 2-11.39 of the Code. All members will be notified if their membership is at risk due to attendance non-compliance.

   b. Members of the Partnership, standing committees, subcommittees, or workgroups removed for attendance non-compliance shall receive written notice by mail or email of their membership termination, and their removal will be reported to the appropriate body.

c. Members automatically removed for attendance non-compliance are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

3. Change in Position

a. At such time as a member changes their professional responsibilities so that they no longer represent the constituency for which they were originally appointed, that member shall immediately resign, and their seat shall be filled in accordance with the provisions contained herein.

b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

4. Political Office Qualification

a. Pursuant to Section 2-11.38 of the Cod, "No member of any County board shall become a candidate for elective political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board."

b. All resigning members are required to complete a Final Disclosure Statement, as required by the Section 2-11.1(i) of the Code.

5. Cause

a. Reasons for Removal

i. If any member fails to maintain the qualifications for membership set forth in Sections 2-11.38 and 2-11-2 of the Code, fails to maintain attendance requirements, voluntarily resigns, violates the County and the Partnership's Code of Ethics (see Section 2.1), refuses to participate as a member of at least one (1) standing committee, subcommittee, or workgroup, or for other good cause is subject to removal, the Partnership shall recommend removal of the member only after such member has been notified in writing~~ and offered an opportunity to request a waiver by a two-thirds vote of the Partnership members in attendance~~.

ii. If a member loses representative status, the Partnership will seek removal as specified above and a waiver is not applicable.

b. The Partnership shall have the authority to recommend to the Mayor the removal of any duly appointed board member and the Partnership, without the Mayor's approval, may remove any non-member of a standing committee, subcommittee, or workgroup for any of the above reasons.

c. Recommendations for removal shall also be made for other good cause. Good cause means any cause consistent with all applicable Federal laws and guidelines governing the Ryan White Program, or other state or local laws.

d. Partnership members removed for cause shall receive written notice by mail or email of their membership termination.

e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

SECTION 4.2. Standing Committees

A. Applications, Nominations, and Requirements

1. Standing committees shall maintain at all times a fair and open applications process.
2. Membership Requirements
   a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of standing committees shall:
      i. Be permanent residents of Miami-Dade County;
      ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement;
      iii. Have reputations for integrity and community service;
      iv. Possess the knowledge, skills, and expertise relevant to the position for which they are applying; and
      v. Be currently employed in the field of expertise they wish to represent (as applicable).
3. Standing Committee Appointments
   a. Partnership members who are not members of a committee, subcommittee, or workgroup shall be appointed to membership in a standing committee, subcommittee, or workgroup by the Partnership Chair.
   b. All appointees shall be approved for membership by the Partnership.
4. Standing Committee Representation by Subrecipients and Other Organizations
   a. Standing committees may not have representation by more than one (1) representative from a Part A funded subrecipient or other organization.
   b. Notwithstanding the previous sentence, one (1) representative from each organization contracted with the Florida Department of Health in Miami-Dade County may sit on the Prevention Committee.

B. Term of Office (Standing Committees)

1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.
2. Any standing committee member who completes two consecutive terms [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or workgroups shall be excluded from reapplying for membership of that standing committee, subcommittee, or workgroup for a period of (2) years, unless such term limit is waived by the Board of County Commissioners.
3. Change in Representative Status
   a. If a member appointed to represent a category listed in Section 3.1 (B) above loses such representative status, fails to maintain the qualifications for membership set forth in

Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.

4. Exemptions
   a. Notwithstanding the above, for the purpose of continuity, a committee member's term may be extended beyond the six years specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the committees to which they had been appointed, or may serve as members of other committees or subcommittees at the discretion of the Partnership.
   b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, subcommittee, or workgroup of which they are a member.
   c. Notwithstanding the above, members appointed to a committee to fill government, Recipient, or other grantee seats may serve as members of the committee for as long as they are designated by their respective agencies to serve in this capacity.

C. Duties and Responsibilities (Standing Committees)

1. General Requirements
   a. Be able to devote a minimum of two (2) hours per month to committee activities, including, but not limited to:
      i. Replying to committee meeting notices by confirming attendance with Partnership staff;
      ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the committee;
      iii. Attending meetings; and, as appropriate
      iv. Submitting reports and/or feedback.
   b. Contribute professional and personal expertise to further the work of the committee
   c. Uphold the goals, objectives, policies, and procedures of the committee
   d. Comply with attendance and training requirements detailed in these Bylaws;
   e. Submit an annual Financial Disclosure Statement, required by 2-11.1(i) of the Code; and
   f. Adhere to all other federal, state, and local civil rights laws and regulations.
2. Attendance Requirements
   a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-1102 (G) of the Code, as follows:
      i. Five (5) absences from scheduled committee meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.

ii. A member is counted as absent from a meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less;

iii. Absences which are due to Partnership business-related travel are not counted against the total of five (5) absences.

3. Training Requirements

   a. Attend Partnership New Member Orientation and Training within the first three (3) months of joining;

   b. Attend Miami-Dade County Advisory Board Member Ethics Training within the first three (3) months of joining; and

   c. Comply with all other Partnership and/or Miami-Dade County Government training requirements.

D. Vacancies (Standing Committees)

1. All vacancies on standing committees shall be filled by qualified applicants as approved by each standing committee; or may be filled by appointment by the Partnership Chair as described in Section 4.2 (A.3), of these Bylaws.

2. Public Notice of Vacancies

   a. As vacancies arise, they shall be publicly advertised.

   b. Applications for seats on standing committees are accepted on an ongoing basis.

E. Removals (Standing Committees)

1. Resignation

   a. Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to the relevant standing committee Chair or staff.

   b. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.

   c. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

2. Attendance Non-compliance

   a. Five (5) absences in the County fiscal year (October 1 to September 30) shall constitute grounds for removal from the standing committee (see C.2, above). Members will be notified if their membership is at risk due to attendance non-compliance.

   b. Members of the standing committees removed for attendance non-compliance shall receive written notice by mail or email of their membership termination, and their removal will be reported to the appropriate body.

   c. Members terminated for attendance non-compliance are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

3. Change in Position

a. At such time as a member changes their professional responsibilities so that they no longer represent the constituency for which they were originally appointed, that member shall immediately resign, and their seat shall be filled in accordance with the provisions contained herein.

b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

4. Political Office Qualification

a. Pursuant to Section 2-11.38 of the Code, "No member of any County board shall become a candidate for elective political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board."

b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

5. Cause

a. Reasons for Removal

i. If any member fails to maintain the qualifications for membership set forth in Sections 2-11.38 and 2-11-2 of the Code, fails to maintain attendance requirements, voluntarily resigns, violates the Partnership's Code of Ethics (see Section 2.1), or for other good cause is subject to removal, the standing committee shall recommend removal of the member only after such member has been notified in writing~~ and offered an opportunity to request a waiver by a two-thirds vote of the members in attendance~~.

ii. If a member loses representative status, the Partnership will seek removal as specified above and a waiver is not applicable.

b. Recommendations for removal shall also be made for other good cause. Good cause means any cause consistent with all applicable Federal laws and guidelines governing the Ryan White Program, or other federal, state or local laws.

c. Members of a standing committee who fail to comply with the above requirements may be removed for cause upon majority vote by standing committee, subcommittee, or workgroup members, respectively, and without the Mayor's approval.

d. Standing committee members removed for cause shall receive written notice by mail or email of their membership termination.

e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

SECTION 4.3. Subcommittees

A. Applications, Nominations, and Requirements

1. Subcommittees shall maintain at all times a fair and open applications process.
2. Membership Requirements

a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of subcommittees shall:

   i. Be permanent residents of Miami-Dade County;

   ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement;

   iii. Have reputations for integrity and community service;

   iv. Possess the knowledge, skills, and expertise relevant to the position for which they are applying; and

   v. Be currently employed in the field of expertise they wish to represent (as applicable).

3. Subcommittee Appointments

   a. Partnership members who are not members of a committee, subcommittee, or workgroup shall be appointed to membership in a standing committee, subcommittee, or workgroup by the Partnership Chair.

   b. All appointees shall be approved for membership by the Partnership.

4. Subcommittees are exempt from the restriction to not have representation by more than one (1) representative from a Part A funded subrecipient or other organization.

B. Term of Office (Subcommittees)

1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.

2. Any subcommittee member who completes two consecutive term limits [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or workgroups shall be excluded from reapplying for membership as a Partnership member or member of a standing committee, subcommittee, or workgroup for a period of (2) years, unless such term limit is waived by the Board of County Commissioners.

3. Change in Representative Status

   a. If a member appointed to represent a category listed in Section 3.1 (B) above loses such representative status, fails to maintain the qualifications for membership set forth in Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.

4. Exemptions

   a. Notwithstanding the above, for the purpose of continuity, a subcommittee member's term may be extended beyond the six years specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the subcommittee to which s/he had been appointed.

   b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, subcommittee, or workgroup of which they are a member.

c. Notwithstanding the above, members appointed to a subcommittee to fill government, Recipient, or other grantee seats may serve as members of the subcommittee for as long as they are designated by their respective agencies to serve in this capacity.

C. Duties and Responsibilities (Subcommittees)

1. General Requirements
   a. Be able to devote a minimum of two (2) hours per month to subcommittee activities, including, but not limited to:
      i. Replying to subcommittee meeting notices by confirming attendance with Partnership staff;
      ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the subcommittee;
      iii. Attending meetings; and, as appropriate,
      iv. Submitting reports and providing feedback.
   b. Contribute professional and personal expertise to further the work of the subcommittee.
   c. Uphold the goals, objectives, policies, and procedures of the subcommittee.
   d. Comply with attendance and training requirements detailed in these Bylaws;
   e. Submit an annual Financial Disclosure Statement, required by Section 2-11.1(i) of the Code; and
   f. Adhere to all other federal, state, and local civil rights laws and regulations.
2. Attendance Requirements
   a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-1102 (G) of the Code, as follows:
      i. Five (5) absences from scheduled subcommittee meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.
      ii. A member is counted as absent from a subcommittee meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less;
      iii. Absences which are due to Partnership business-related travel are not counted against the total of five (5) absences.
3. Training Requirements
   a. Attend the Partnership New Member Orientation and Training and Miami-Dade County Advisory Board Member Ethics Training within the first three (3) months of joining.
   b. Subcommittee members shall comply with all other Partnership and/or Miami-Dade County Government training requirements, as required.

D. Vacancies (Subcommittees)

1. All vacancies on subcommittees shall be filled by qualified applicants as approved; or may be filled by appointment by the Partnership Chair as described in Section 4.3 (A.3), of these Bylaws.
2. Public Notice of Vacancies
   a. As vacancies arise, they shall be publicly advertised.

E. Removals (Subcommittees)

1. Resignation
   a. Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to the relevant standing committee Chair or staff.
   b. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.
   c. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
2. Attendance Non-compliance
   a. Five (5) absences in the County fiscal year (October 1 to September 30) shall constitute grounds for removal from the subcommittee (see C.2, above). Members will be notified if their membership is at risk due to attendance non-compliance.
   b. Members of the subcommittees removed for attendance non-compliance shall receive written notice by mail or email of their membership termination, and their removal will be reported to the appropriate body.
   c. Members terminated for attendance non-compliance are required to complete a Final Financial Disclosure Statement, as required Section 2-11.1(i) of the Code.
3. Change in Position
   a. At such time as a member changes their professional responsibilities so that they no longer represent the constituency for which they were originally appointed, that member shall immediately resign, and their seat shall be filled in accordance with the provisions contained herein.
   b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
4. Political Office Qualification
   a. Pursuant to Section 2-11.38 of the Code, "No member of any County board shall become a candidate for elective political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board."
   b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

5. Cause

   a. Reasons for Removal

      iii. If any member fails to maintain the qualifications for membership set forth in Sections 2-11.38 and 2-11-2 of the Code, fails to maintain attendance requirements, voluntarily resigns, violates the Partnership's Code of Ethics (see Section 2.1), or for other good cause is subject to removal, the subcommittee shall recommend removal of the member only after such member has been notified in writing~~ and offered an opportunity to request a waiver by a two-thirds vote of the members in attendance~~.

      iv. If a member loses representative status, the Partnership will seek removal as specified above and a waiver is not applicable.

   b. Recommendations for removal shall also be made for other good cause. Good cause means any cause consistent with all applicable Federal laws and guidelines governing the Ryan White Program, or other state or local laws.

   c. Members of a subcommittee who fail to comply with the above requirements may be removed for cause upon majority vote by standing committee, subcommittee, or workgroup members, respectively, and without the Mayor's approval.

   d. Subcommittee members removed for cause shall receive written notice by mail or email of their membership termination.

   e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

SECTION 4.4. Workgroups

A. Applications, Nominations, and Requirements

1. Workgroups shall maintain at all times a fair and open appointment process.

2. Workgroups are appointed as needed by the Partnership to assist a standing committee and the Partnership with a specific issue or need.

3. Membership Requirements

   a. Pursuant to Section 2-11.36 et seq. of the Code, which sets forth the standards for County boards, all members of workgroups shall:

      i. Be permanent residents of Miami-Dade County;

      ii. Be electors of Miami-Dade County, unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement;

      iii. Have reputations for integrity and community service;

      iv. Possess the knowledge, skills, and expertise relevant to the position for which they are applying; and

      v. Be currently employed in the field of expertise they wish to represent (as applicable).

4. Workgroup Appointments
    a. Partnership members who are not members of a committee, subcommittee, or workgroup shall be appointed to membership in a standing committee, subcommittee, or workgroup by the Partnership Chair.
    b. All appointees shall be approved for membership by the Partnership.
5. Workgroups are exempt from the restriction to not have representation by more than one (1) representative from a Part A funded subrecipient or other organization.
6. Workgroups are exempt from the requirement to include a minimum number of persons from the affected community.

B. Term of Office (Workgroups)

1. Members may serve a maximum of six (6) consecutive years on one (1) or any combination of standing committees, subcommittees, or workgroups.
2. Any workgroup member who completes two consecutive term limits [totaling six (6) years] on one (1) or any combination of standing committees, subcommittees, or workgroups shall be excluded from reapplying for membership as a Partnership member or member of a standing committee, subcommittee, or workgroup for a period of (2) years, unless such term limit is waived by the Board of County Commissioners.
3. Change in Representative Status
    a. If a member appointed to represent a category listed in Section 3.1 (B) above loses such representative status, fails to maintain the qualifications for membership set forth in Section 2-11.38, fails to maintain attendance requirements, voluntarily resigns, or for other good cause is removed, the member shall forfeit membership on the Partnership.
4. Exemptions
    a. Notwithstanding the above, for the purpose of continuity, a workgroup member's term may be extended beyond the six years specified in Section B.1, above, until the Mayor has appointed a replacement. Such persons may continue as members of the workgroup to which s/he had been appointed.
    b. Members serving an extended term may not stand for election for another term of office, nor may they stand for election as an officer of any committee, subcommittee, or workgroup of which they are a member.
    c. Notwithstanding the above, members appointed to a subcommittee to fill government, Recipient, or other grantee seats may serve as members of the subcommittee for as long as they are designated by their respective agencies to serve in this capacity.

C. Duties and Responsibilities (Workgroups)

1. General Requirements
    a. Be able to devote a minimum of two (2) hours per month to workgroup activities, including, but not limited to:

i. Replying to subcommittee meeting notices by confirming attendance with Partnership staff;

ii. Preparing for meetings by reviewing agendas, minutes, and other materials distributed in advance of a meeting by Partnership staff, in order to facilitate the business of the subcommittee;

b. Attending meetings; and, as appropriate

c. Submitting reports and providing feedback.

b. Contribute professional and personal expertise to further the work of the Partnership.

c. Uphold the goals, objectives, policies, and procedures of the Partnership.

d. Comply with attendance and training requirements detailed in these Bylaws;

e. Submit an annual Financial Disclosure Statement, required by Section 2-11.1(i) of the Code; and

f. Adhere to all other federal, state, and local civil rights laws and regulations.

2. Attendance Requirements

   a. All members shall comply with attendance requirements in accordance with Sections 2-11.39 and 2-1102 (G) of the Code, as follows:

      i. Five (5) absences from scheduled workgroup meetings in any County fiscal year (from October 1 of the current calendar year through September 30 of the year following) shall constitute grounds for removal.

      ii. A member is counted as absent from a workgroup meeting if s/he attends the meeting for less than 75% of the scheduled or actual duration of the meeting, whichever is less;

      iii. Absences which are due to Partnership business-related travel are not counted against the total of five (5) absences.

3. Training Requirements

   a. Workgroup members are exempt from the Partnership New Member Orientation and Training and Miami-Dade County Advisory Board Member Ethics Training requirements.

   b. Workgroup members shall comply with all other Partnership and/or Miami-Dade County Government training requirements, as required.

D. Vacancies (Workgroups)

1. All vacancies on workgroups shall be filled by qualified applicants as approved ; or may be filled by appointment by the Partnership Chair as described in Section 4.3 (A.3), of these Bylaws.
2. As vacancies arise, they shall be publicly advertised.
3. Workgroup members are selected on recommendation from the Partnership, standing committees, or subcommittees, as appropriate.

E. Removals (Workgroups)

1. Resignation
    a. Any member may resign at any time by written notice delivered in person, sent by mail, or emailed to the relevant standing committee Chair or staff.
    b. Any such resignation shall take effect at the time specified in the notice or, if not so specified, immediately upon receipt of the notice.
    c. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
2. Attendance Non-compliance
    a. Five (5) absences in the County fiscal year (October 1 to September 30) shall constitute grounds for removal from the workgroup (see C.2, above). Members will be notified if their membership is at risk due to attendance non-compliance.
    b. Members of the workgroups removed for attendance non-compliance shall receive written notice by mail or email of their membership termination, and their removal will be reported to the appropriate body.
    c. Members terminated for attendance non-compliance are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
3. Change in Position
    a. At such time as a member changes their professional responsibilities so that they no longer represent the constituency for which they were originally appointed, that member shall immediately resign, and their seat shall be filled in accordance with the provisions contained herein.
    b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
4. Political Office Qualification
    a. Pursuant to Section 2-11.38 of the Code, "No member of any County board shall become a candidate for elective political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board."
    b. All resigning members are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.
5. Cause
    a. If any member fails to maintain the qualifications for membership set forth in Sections 2-11.38 and 2-11-2 of the Code, fails to maintain attendance requirements, voluntarily resigns, violates the Partnership's Code of Ethics (see Section 2.1), or for other good cause is subject to removal, the workgroup shall recommend removal of the member only after such member has been notified in writing~~ and offered an opportunity to request a waiver by a two-thirds vote of the members in attendance~~.

b. Recommendations for removal shall also be made for other good cause. Good cause means any cause consistent with all applicable Federal laws and guidelines governing the Ryan White Program, or other state or local laws.

c. Members of a workgroup who fail to comply with the above requirements may be removed for cause upon majority vote by standing committee, subcommittee, or workgroup members, respectively, and without the Mayor's approval.

d. Workgroup members removed for cause shall receive written notice by mail or email of their membership termination.

e. All members removed for cause are required to complete a Final Financial Disclosure Statement, as required by Section 2-11.1(i) of the Code.

ARTICLE 5. Officers

The Partnership, standing committees, subcommittees, and workgroups shall have an elected Chair and Vice-Chair (Officers).

SECTION 5.1. Officers

A. The Partnership

1. The Partnership shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the Partnership.
2. Officers shall be full voting members.
3. At least one (1) officer of the Partnership must be a person with HIV.
4. The Chair or Vice-Chair of the Partnership shall be a member of the affected community and recipient of Part A services.
5. The Chair and Vice-Chair of the Partnership shall not be representatives of a grantee organization, and shall not personally provide, represent entities that provide, or otherwise possess a financial relationship with entities that provide HIV-related services funded by programs under the purview of the Partnership.
6. No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

B. Standing Committees, Subcommittees, and Workgroups

1. Each standing committee, subcommittee, or workgroup shall elect a Chair and a Vice-Chair from among its members; they shall serve at the will of the standing committee, subcommittee, or workgroup.
2. Officers shall be full voting members.

3. At least one (1) officer of each standing committee must be a Partnership member who shall be designated to report committee activities to the Partnership.
4. Standing committees, subcommittees, and workgroups shall strive to elect at least one (1) officer who is a person with HIV.
5. No individual shall serve concurrent terms as an officer of the Partnership and an officer of a standing committee or subcommittee. The exception to this rule is for officers of workgroups, which may be led by the Chair or Vice-Chair of the committee under whose purview the workgroup was authorized.

SECTION 5.2. Officer Responsibilities

A. All Chairs

1. Preside at all meetings at which they are present;
2. Exercise their right to vote at their respective meetings;
3. Maintain decorum;
4. Ensure the participation of all members; and
5. Facilitate the enactment of business at all meetings.

B. The Partnership Chair

1. Have full voting rights at Partnership meetings and at all other committee, subcommittee, and workgroup meetings;
2. Sign correspondence and documents required by the Recipient, as approved by the Partnership; and
3. Appoint, as necessary, Partnership members to standing committees, subcommittees, or workgroups. All appointments must be approved by the Partnership.
4. The Chair or Vice-Chair of the Partnership shall present to the Miami-Dade County Board of County Commissioners, the Florida Department of Health in Miami-Dade County, the City of Miami Commissioners, and the general community on an annual basis a written report describing the Partnership's activities related to HIV/AIDS in housing, care and treatment services and prevention in Miami-Dade County.
5. Subject to the approval of the Partnership, from time to time as the need arises, the Chair or Vice-Chair of the Partnership may also present oral presentations and/or reports to the Miami-Dade Board of County Commissioners, the Florida Department of Health in Miami-Dade County, the City of Miami Commissioners, and the general community.

C. The Vice-Chair

1. The Vice-Chair shall act as Chair in the Chair's absence or inability to conduct business.

July review ends here

SECTION 5.3. Term of Office

A. Elected officers of the Partnership, standing committees, subcommittees, and workgroups shall serve a one (1) year term. No elected officer may serve more than two (2) consecutive one-year terms.

B. The terms of office of elected Chairs of workgroups may be for less than one year depending on expiry date of such workgroup.

C. Upon conclusion of the first one-year term in the month preceding election of new officers, elections shall be held in accordance with Section 5.4 of these Bylaws. If eligible, the current Chair of the Partnership, a standing committee, or a subcommittee may be nominated at this time to be elected for a second term. Other eligible members of the Partnership, standing committees or subcommittees, including but not limited to the Vice-Chair, may also be nominated regardless of whether the current Chair has elected to seek a second term.

D. Approval of a second one-year term requires a majority vote.

E. An individual who has served as an officer of a committee may reapply to be nominated as an officer of the same committee after a minimum of one (1) year following completion of the second term.

SECTION 5.4. Nominations and Elections of Officers

A. Partnership

1. Nominations for Partnership Chair and Vice Chair shall be made in February of each year.
2. Elections for Partnership Chair and Vice Chair shall be held in March of each year.

B. Standing Committees and Subcommittees

1. Nominations of standing committee and subcommittee officers shall be made in the meeting prior to the scheduled election.
2. Elections of officers to standing committees and subcommittees shall be held in January of each year.

C. Workgroups

1. Elections of officers to workgroups shall be held at the first meeting of such workgroup.

SECTION 5.5. Officer Removals and Vacancies

A. An officer may be removed for good cause, subject to approval of the Partnership. Said officer may be removed for cause demonstrated by failure to execute their duties and responsibilities of office or flagrant or repeated violations of Article 6 of these Bylaws and the Code of Conduct approved by the Partnership.

B. Recommendations for officer removal shall be forwarded to the Executive Committee for consideration prior to being presented to the Partnership. This may occur only after the officer has been duly noticed of the charges and has been afforded the right to a hearing before the Executive Committee and/or the Partnership.

C. In order to vote on the removal of an officer, a minimum of two-thirds of the Partnership must be in attendance.

D. A vacancy in any office resulting from death, resignation, removal, expiration of term or other cause may be filled upon the nomination and election of a successor by the committee with the vacancy. The successor shall serve for the remainder of the predecessor's term.

ARTICLE 6. Meetings

SECTION 6.1. Public Notice of Meetings

A. Public notice of all meetings shall be given in accordance with state and local requirements. Meetings shall be open to the public.

B. The records, reports, transcripts, minutes, agenda and other documents which are made available to or prepared for or by the Partnership shall be made available for public inspection and copying at a single location consistent with Chapter 119, Florida Statutes, and the Federal Advisory Council Act.

C. Written notice shall be given at least thirteen (13) days in advance of any regularly scheduled Partnership meeting date.

SECTION 6.2. Reasonable Opportunity to Be Heard

A. Members of the public shall be given a reasonable opportunity to be heard on any matter that is before the Partnership, a committee, a subcommittee, or a workgroup pursuant to section 286.0114, Florida Statutes, as such may be amended from time to time. Each member of the public shall be given a minimum of three (3) minutes to speak during the designated time appearing on the agenda of the Partnership, committee, subcommittee, or workgroup.

B. The reasonable opportunity to be heard shall not be extended to the public on any official act of the Partnership, a committee, a subcommittee or a workgroup, such as approval of minutes and ceremonial proclamations; procedural motions, including but not limited to, motions to defer an item, recess or adjourn; and propositions before the Partnership, the committee, the subcommittee, or the workgroup, when there was a previous opportunity to be heard.

C. All remarks shall be addressed to the Partnership, a committee, a subcommittee, or a workgroup.

D. No person, other than Partnership, committee, subcommittee, or workgroup members and the person having the floor, shall be permitted to enter into any discussion, either directly or through members of the Partnership, committee, subcommittee, or workgroup, without the permission of the presiding officer.

E. No questions shall be asked of a Partnership, a committee, a subcommittee, or a workgroup member except through the presiding officer.

SECTION 6.3. Code of Conduct

A. The Partnership has established and approved a Code of Conduct, which is attached hereto as Addendum B and incorporated herein by reference. All Partnership members shall sign a statement of intent to abide by the Code of Conduct. Failure of a member to abide by the Partnership's Code of Conduct may result in expulsion of the member from a meeting.

B. All members shall ensure compliance with the following:

1. To notify the Partnership when they no longer meet the requirements for membership as set forth in Sections 2-1102 and 2-11.38 of the Code and the Partnership Bylaws.
2. To respect the Chair and Vice-Chair's authority.
3. To refrain from interrupting any meeting or engaging in conversations on the record between two or more members without the consent of the Chair or the Vice-Chair.
4. To refrain from any off the record comments between two or more members.
5. To refrain from lobbying the Partnership, or any committee, subcommittee, or workgroup concerning any matter deemed to be of a personal nature.
6. To refrain from engaging in any negligent activities in the performance of any duty assigned to them by law.

C. When parliamentary procedures are not specified, Robert's Rules of Order shall prevail.

D. The Partnership Chair, or five (5) Partnership members upon written request to the Chair, may call for a special Partnership meeting.

E. A standing committee or subcommittee Chair, or five (5) standing committee or subcommittee members upon written request to the Chair, may call for a special committee or subcommittee meeting.

F. The Partnership shall not transact business or exercise its powers unless a majority of the quorum in attendance agrees to the activity.

SECTION 6.4. Quorum

A. In order to transact any business or to exercise any power vested in the Partnership, a quorum of one-third (1/3) plus one of current Partnership members shall be present at a Partnership meeting.

B. In order to transact any business or to exercise any power vested in a standing committee, subcommittee, or workgroup, a quorum shall consist of one-third (1/3) plus one (1) of the current voting members of that standing committee, subcommittee, or workgroup.

ARTICLE 7. Staff Support

A. The Partnership, standing committees, subcommittees, and workgroups shall have assistance from staff designated by the Mayor or the Mayor's designee and other governmental agencies, and legal representation from the County Attorney's Office.

B. The Partnership may allocate additional funds to provide for additional professional support for keeping the organizational records and carrying out its policies, procedures and programs in accordance with these Bylaws and in conformity with applicable state laws and regulations, County ordinances, and applicable contracts.

C. Staff shall maintain and keep the records of the Partnership; prepare, in cooperation with the Chair, the agenda for each meeting; be responsible for the preparation of reports, minutes signed by the Partnership Chair or Vice-Chair, documents, resolutions or correspondence as the Partnership may direct; and generally administer the business and affairs of the Partnership subject to budgetary restrictions.

D. Staff assignments over and above duties described in the staff support contract for the corresponding grant fiscal year require approval by the respective funding entity.

ARTICLE 8. Amendments

A. These Bylaws may be adopted, amended, or repealed by a two-thirds (2/3) vote of members present at a properly constituted meeting of the Partnership.

B. Notice of all proposed amendments shall be emailed and/or mailed to each Partnership member at least five (5) business days prior to the meeting at which such amendment(s) is/are to be considered for adoption.

C. Following approval by two-thirds (2/3) of Partnership members present at a properly constituted meeting and upon County Attorney approval of legal form and sufficiency, these Bylaws and subsequent amendments shall be effective immediately.

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MIAMI-DADE HIV/AIDS PARTNERSHIP

Executive Committee

Wednesday, July 29, 2026

10:00 a.m. – 12:00 p.m.

Behavioral Science Research,
2121 Ponce de Leon Blvd, Ste. 240
Coral Gables, FL 33134

AGENDA

I.	Call to Order	Harold McIntyre
II.	Introductions	All
III.	Meeting Housekeeping	Harold McIntyre
IV.	Floor Open to the Public	Joanna Robinson
V.	Review/Approve Agenda	All
VI.	Review/Approve Minutes of May 27, 2026	All
VII.	Reports	
	• Vacancies/Membership Updates	Staff
VIII.	Standing Business	
	• Planning Council Expenditures FY 2026-27 Quarter 1	All
	• Edits to Bylaws	All
	• Calendar of Activities	All
IX.	New Business	
	• Special Projects Discussion	All
X.	Announcements and Open Discussions	All
	• Get on Board September 2, 2026	
XI.	Next Meeting: **September 30, 2026,** at **Behavioral Science Research**	Joanna Robinson
XII.	Adjournment	Harold McIntyre

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For more information about the Executive Committee, please contact Marlen Meizoso,
(305) 445-1076 x107 or marlen@behavioralscience.com.

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Executive Committee
Calendar of Activities 2026

Dates	Budgets and Deliverables Review	Bylaws review	Policy and Procedures Review	Special Projects Discussion	Other Items	Notes
January 28, 2026	N	N	N	N	N	
February 25, 2026						place holder
March 25, 2026	x	x	x		x	Officer training, approve scope (deliverables), review of FY 2025 Qtr 3 expenses, continued review (as applicable) of policy and procedure manual and bylaws;,
April 29, 2026						placeholder; FY 2025 Qtr 4 expenses due
May 27, 2026	x	x		x	x	bylaws review continued; FY 2025 Qtr 4 expenses presented
June 24, 2026						place holder; FY 2026 Qtr 1 expenses due
July 29, 2026	x	x		x	x	FY 2026 Qtr 1 expenses presented; Special projects reviewed for prioritization; bylaw review
August 26, 2026	x			x		place holder;project recommendations must be completed
September 30, 2026	x	x	x		x	Resource allocation in event Partnership does not meet; Policy and Procedure review starts
October 28, 2026						place holder; FY 2026 Qtr 2 expenses due
November 18, 2026	x	x	x		x	FY 2026 Qtr 2 expenses presented; Policy and Procedures review concludes, as applicable; Annual bylaw review starts; plan for 2027
December 16, 2026						place holder; FY 2026 Qtr 3 expenses due

N=no meeting

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