MARIN AIDS ADVISORY COMMISSION
Draft, September 26, 1991

Article 1. Name

The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS in an acronym for Acquired Immunodeficiency Syndrome).

Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus.) In addition, as of November 1, 1991, the Commission shall serve as the decision-making body for Ryan White Title II funding.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, an hour and place as determined by a majority vote of the members of the Commission.

b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.

g. The Marin County AIDS Coordinator is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.
Article 4. Membership

a. The membership of this Commission shall consist of not less than 21 nor more than 42 members to include one representative from the following agencies or groups unless otherwise designated:

African-American Representative - 1
Alcohol and Drug Advisory Board
Asian/Pacific Islander Representative - 1
Canal Community Alliance
Center for Attitudinal Healing
Commission on the Status of Women
Community Action Marin
Community Representative at-large (1)
Council of Mayors and Councilmen
Criminal Justice Consortium
Hemophiliac Foundation of Northern California
Hospice of Marin
La Familia
Legal Aid of Marin/Marin County Bar Association
Marin AIDS Project
Marin Center for Independent Living
Marin Community Clinic
Marin County Chamber of Commerce
Marin County Dental Society
Marin County Health Department
Marin County Hospital Administrators
Marin County Medical Society
Marin County Office of Education
Marin Health Council
Marin Housing Center
Marin Interfaith Council
Marin Lesbian/Gay Rights Project
Marin Treatment Center
Mental Health Advisory Board
Office of Emergency Services
Persons Living with HIV (PLWHIV) - 12
Planned Parenthood
Youth Advocates

No more than one member directly or indirectly representative of each of the service providing groups shall be appointed, including the classification of Persons Living with HIV. Additions or changes to the groups or agencies designated hereinabove shall be done by the Commission upon recommendation of the Executive Committee.
b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Board of Supervisors for appointment.

c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual preference and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission of the Marin County AIDS Coordinator.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve-month period with or without prior notice shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meeting and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

f. Each member of the Commission shall be appointed for a term of three years.

g. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (e) herein; when a Commission member's death, disability or circumstances prevents him/her from attending meetings.

h. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of the Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee who may appoint an ad hoc Nominating Committee, and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.

d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and 2 persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.
c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committees, and Direct Services Committee, as Standing Committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission.

e. The Executive Committee may conduct its business through telephone communications.

**Article 7. Amendments and Parliamentary Rules**

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended at any meeting of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These by-Laws shall become effective immediately upon their adoption.
MARIN AIDS ADVISORY COMMISSION
By-Laws As Adopted June 23, 1991
As Revised November 21, 1991

Article 1. Name
The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immunodeficiency Syndrome).

Article 2. Purpose
This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus). In addition, as of November 1, 1991, the Commission shall serve as the decision-making body for Ryan White Title II funding.

Article 3. Meetings
a. The regular meetings shall be held monthly at a date, an hour and place as determined by a majority of the members of the Commission.

b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 (commending with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall by forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.

g. The Marin County AIDS Coordinator is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.
Article 4. Membership

a. The membership of this Commission shall consist of not less than 22 nor more than 44 members to include one representative from the following agencies or groups unless otherwise designated:

African-American Representative
Alcohol and Drug Advisory Board
Asian/Pacific Islander Representative
Canal Community Alliance
Center for Attitudinal Healing
Commission on the Status of Women
Community Action Marin
Community Representative at-large
Council of Mayors and Councilmen
Criminal Justice Consortium
Hemophiliac Foundation of Northern California
Hospice of Marin
La Familia Center of Marin
Legal Aid of Marin/Marin County Bar Association
Marin AIDS Project
Marin Center for Independent Living
Marin Community Clinic
Marin County Chamber of Commerce
Marin County Dental Society
Marin County Health Department - Title II only
Marin County Hospital Administrators
Marin County Medical Society
Marin County Office of Education
Marin Health Council
Marin Housing Center
Marin Interfaith Council
Marin Lesbian/Gay Rights Project
Marin Treatment Center
Mental Health Advisory Board
Office Of Emergency Services Advisory Group
Persons Living with HIV (PLWHIV) 25% of total appointed membership
Planned Parenthood
Youth Advocates

No individual who is directly or indirectly associated with more than one agency or group shall be appointed. Exceptions to the preceding sentence and changes in the groups or agencies designated above shall be effected by the Commission upon recommendation of the Executive Committee.

b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Commission for its submission to the Board of Supervisors for appointment.
c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual orientation and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Coordinator.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meetings and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

f. Each member of the Commission shall be appointed for a term of three years.

g. Each member of the Commission shall be expected to serve on at least one committee of the Commission.

h. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (e) herein; when a Commission member's death, disability or circumstances prevents serving.

i. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of this Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee who may appoint an ad hoc Nominating Committee, and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.
d. No officer shall be eligible to serve more than two consecutive terms in the same office.

**Article 6. Committees**

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and 2 persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, and Direct Services Committee, as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include members of the community who will have a vote. A majority of committee members shall be Commission members.

e. The Executive Committee may conduct its business through telephone communications.

**Article 7. Amendments and Parliamentary Rules**

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended at any meetings of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These By-Laws shall become effective immediately upon their adoption.
MARIN AIDS ADVISORY COMMISSION
By-Laws As Adopted June 23, 1991
As Revised December 19, 1991

Article 1. Name

The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immunodeficiency Syndrome).

Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus). In addition, as of November 1, 1991, the Commission shall serve as the decision-making body for Ryan White Title II funding.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, hour and place as determined by a majority of the members of the Commission.

b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 (commending with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall by forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.

g. The Marin County AIDS Coordinator is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.
Article 4. Membership

a. The membership of this Commission shall consist of not less than 22 nor more than 44 members to include one representative from the following agencies or groups unless otherwise designated:

African-American Representative
Alcohol and Drug Advisory Board
Asian/Pacific Islander Representative
Canal Community Alliance
Center for Attitudinal Healing
Commission on the Status of Women
Community Action Marin
Community Representative at-large
Council of Mayors and Councilmen
Criminal Justice Consortium
Hemophilia Foundation of Northern California
Hospice of Marin
La Familia Center of Marin
Legal Aid of Marin/Marin County Bar Association
Marin AIDS Project
Marin Center for Independent Living
Marin Community Clinic
Marin County Chamber of Commerce
Marin County Dental Society
Marin County Health Department - Title II only
Marin County Hospital Administrators
Marin County Medical Society
Marin County Office of Education
Marin Health Council
Marin Housing Center
Marin Interfaith Council
Marin Lesbian/Gay Rights Project
Marin Treatment Center
Mental Health Advisory Board
Office Of Emergency Services Advisory Group
Persons Living with HIV (PLWHIV) 25% of total appointed membership
Planned Parenthood
Youth Advocates

No more than one individual who is Board or Staff of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Commission for its submission to the Board of Supervisors for appointment.
c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual orientation and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Coordinator.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meetings and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

f. Each member of the Commission shall be appointed for a term of three years.

g. Each member of the Commission shall be expected to serve on at least one committee of the Commission.

h. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (e) herein; when a Commission member's death, disability or circumstances prevents serving.

i. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of this Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee who may appoint an ad hoc Nominating Committee, and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.
d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and 2 persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, and Direct Services Committee, as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include members of the community who will have a vote. A majority of committee members shall be Commission members.

e. The Executive Committee may conduct its business through telephone communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended at any meetings of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These By-Laws shall become effective immediately upon their adoption.
Marin AIDS AIDS Advisory Commission

Proposed By-Laws Amendments:

ARTICLE 4: MEMBERSHIP  Last Paragraph

Present Wording:

......No more than one individual who is Board, Staff or Consultant of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

Proposed New Wording:

......Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

ARTICLE 6: COMMITTEES

Paragraph c.

Present Wording:

In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee and Direct Services Committee as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

PROPOSED NEW WORDING

In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, Direct Services Committee, HIV Medical Services/HIV Clinic Committee and an HIV+ Community Advocates Committee as standing Committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

Paragraph d.

Present Wording:

Standing committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include non-commission members of the community who will have a vote. A majority of committee members shall be Commission members.
Proposed New Wording: Article 6. Committees, Paragraph d.

Standing Committees may be co-chaired. Co-chairs shall be appointed by the Co-Chairs of the Commission. Standing Committees may be co-chaired by an HIV+ member of the Commission. If co-chaired by an HIV+ Commission member, the other co-chair may be a non-commission member of the community who will have a vote on the committee. The Committee Co-Chairs shall appoint members of the committee which may include non-Commission members of the community who will have a vote on the Committee.
April 8, 1992

BOARD OF SUPERVISORS
Civic Center
San Rafael, CA 94903

RE: REVISED BYLAWS OF MARIN AIDS ADVISORY COMMISSION

Attached are the revised Bylaws of the Marin AIDS Advisory Commission for your review and approval.

The changes are mainly the expansion of representation for appointment by your Board. This has been deemed necessary to comply with State guidelines for AIDS advisory groups and to ensure that participation is available to people affected by HIV.

Respectfully submitted,

[Signature]

Thomas Peters, Ph.D.
Director of Health and Human Services
MARIN AIDS ADVISORY COMMISSION
By-Laws Adopted As Revised : March 26, 1992

Article 1. Name
The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immunodeficiency Syndrome).

Article 2. Purpose
This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus). In addition, as of November 1, 1991, the Commission shall serve as the decision-making body for Ryan White Title II funding.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, hour and place as determined by a majority of the members of the Commission.

b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 commencing with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.

g. The Marin County AIDS Coordinator is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.
Article 4. Membership

a. The membership of this Commission shall consist of not less than 24 nor more than 47 members to include one representative from the following agencies or groups unless otherwise designated:

- African-American Representative
- Alcohol and Drug Advisory Board
- Asian/Pacific Islander Representative
- Canal Community Alliance
- Center for Attitudinal Healing
- Commission on the Status of Women
- Community Action Marin
- Community Representatives at-large*
- Council of Mayors and Councilmen
- Criminal Justice Consortium
- Hemophilia Foundation of Northern California
- Hospice of Marin
- La Familia Center of Marin
- Legal Aid of Marin/Marin County Bar Association
- Marin AIDS Project
- Marin Center for Independent Living
- Marin Community Clinic
- Marin County Chamber of Commerce
- Marin County Dental Society
- Marin County Health Department - Title II only
- Marin County Hospital Administrators
- Marin County Medical Society
- Marin County Office of Education
- Marin Health Council
- Marin Housing Center
- Marin Interfaith Council
- Marin Lesbian/Gay Rights Project
- Marin Treatment Center
- Mental Health Advisory Board
- Office Of Emergency Services Advisory Group
- Persons Living with HIV (PLWHIV) 25% of total appointed membership
- Planned Parenthood
- Youth Advocates

No more than one individual who is Board, Staff or Consultant of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

(*) one to four including health care providers and former Title II Consortium members
b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Commission for its submission to the Board of Supervisors for appointment.

c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual orientation and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Coordinator.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meetings and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

f. Each member of the Commission shall be appointed for a term of three years.

g. Each member of the Commission shall be expected to serve on at least one committee of the Commission.

h. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (e) herein; when a Commission member's death, disability or other circumstance prevents serving.

i. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of this Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee (who may appoint an ad hoc Nominating Committee), and nominations may be made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.
d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and 2 persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, and Direct Services Committee, as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include non-commission members of the community who will have a vote. A majority of committee members shall be Commission members.

e. The Executive Committee may conduct its business through telephone communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended, at any meeting of the Commission, by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These By-Laws shall become effective immediately upon their adoption.
MARIN AIDS ADVISORY COMMISSION

Adopted June 23, 1988
By-Laws as Revised May 23, 1991

Article 1. Name

The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immunodeficiency Syndrome.)

Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus.)

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, an hour and place as determined by a majority vote of the members of the Commission.
b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.
c. All meetings of the Commission shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.
d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.
e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.
f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.
g. The Marin County AIDS Coordinator is designated staff to the Commission.
Article 4.  Membership

a. The membership of this Commission shall consist of not less than 15, nor more than 29 members to include representation from the following agencies or groups:

- African-American Representative
- Alcohol and Drug Advisory Board
- Asian\Pacific Islander Representative
- Canal Community Alliance
- Center for Attitudinal Healing
- Commission on the Status of Women
- Community Action Marin
- Community Representative At-Large
- Council of Mayors and Councilmen
- Hospice of Marin
- La Familia
- Legal Aid of Marin/Marin County Bar Association
- Marin AIDS Project
- Marin County Chamber of Commerce
- Marin County Dental Society
- Marin County Hospital Administrators
- Marin County Medical Society
- Marin County Office of Education
- Marin Health Council
- Marin Housing Center
- Marin Interfaith Council
- Marin Lesbian\Gay Rights Project
- Marin Treatment Center
- Mental Health Advisory Board
- Planned Parenthood
- Persons Living With HIV (PLWHIV)

No more than one member directly representative of each of the groups shall be appointed, excluding the classification of Persons Living with HIV which shall be entitled to four members. Additions or changes to the groups or agencies designated hereinabove shall be done by the Commission upon recommendation of the Executive Committee except that under no circumstances shall the membership of Persons Living With HIV be reduced.

b. After being advised by the Commission of a vacancy, each agency\group shall submit the name of the person selected as its representative to the Board of Supervisors for appointment.

c. Agencies\groups shall reflect the ethnic, racial, gender, sexual preference and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Other individuals (non-Commission members) seeking association/partnership with the Commission may do so in a committee appointment status.

e. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Coordinator.
f. A member who is absent from four (4) meetings, except special meetings, in any twelve-month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meeting and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

g. Each member of the Commission shall be appointed for a term of three years. Except at the first meeting after the adoption of these By-Laws, terms shall be determined equally by lot, for two, three or four years.

h. No member shall serve more than two consecutive terms, with the exception that if a member has been appointed to a partial term that person then may be appointed to two full terms.

i. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (f) herein; when a Commission member's death, disability or circumstances prevents him/her from completing a term.

j. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

k. Two additional Persons Living with HIV shall be appointed by the Board of Supervisors as Alternates to the Commission. Alternates shall have full rights of members of the Commission upon absence from a Commission meeting of any member from the group designated as Persons Living with HIV. The Alternate can serve on standing and ad hoc committees with a vote. The Alternate has the same obligations of attendance as in 4f above.

Article 5. Officers

a. Officers of the Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee who may appoint an ad hoc Nominating Committee, and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.

d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate
past Chair, and a person from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, and Direct Services Committee, as Standing Committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. Committee members, with the exception of the Executive Committee, may be drawn from the public at large. All committee members, shall be appointed by the Chair of the Commission.

e. The Executive Committee may conduct its business through telephonic communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended at any meeting of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These by-Laws shall become effective immediately upon their adoption.
MARIN AIDS ADVISORY COMMISSION
By-Laws as Adopted June 23, 1988

Article 1. Name

The Name of this Commission shall be the Marin AIDS Advisory Commission.

Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health & Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, an hour and place as determined by a majority vote of the members of the Commission.

b) Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing...
with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.
e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.
f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.
g. The Marin County AIDS Coordinator is designated staff to the Commission.

Article 4. Membership

a. The membership of this Commission shall consist of not less than 15, nor more than 25 members to include representation from the following agencies or groups:

Alcohol and Drug Programs, Health and Human Services
Canal Community Alliance     Center for Attitudinal Healing
Community Action Marin        Hospice of Marin
Interfaith Council           La Familia
Marin AIDS Support Network    Marin City Multi-Service Center
Marin County Bar Association  Marin County Chamber of Commerce
No more than one member directly representative of each of the groups shall be appointed excluding the classification of Persons with AIDS/ARC which shall be entitled to four members. Additions or changes to the groups or agencies designated hereinabove shall be done by the Commission upon recommendation of the Policy Committee except that under no circumstances shall the membership of Persons with AIDS/ARC be reduced.

b. Each agency/group shall submit the name of the person selected as its representative to the Board of Supervisors for appointment.

c. Agencies/groups shall reflect the ethnic, racial, gender, sexual preference and geographic areas of Marin and the communities affected by AIDS/ARC in Marin County.

d. Other individuals (non-Commission members) seeking association/partnership with the Commission may do so in a committee appointment status.

e. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of her/his inability to attend either to the Officer of the Commission or the Marin County AIDS Coordinator.
The Policy Committee met and recommends to the Commission the following By-Law Amendment:

Section k be added to Article 4

k. Two additional Persons with AIDS/ARC shall be appointed by the Board of Supervisors as Alternates to the Commission. Alternates shall have the full rights of members of the Commission upon absence from a Commission meeting of any member from the group designated as Persons with AIDS/ARC.
f. A member who is absent from four (4) meetings, except special meetings, in any twelve-month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member’s status will be noted at the next scheduled meeting and recorded in the Commission’s minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

g. Each member of the Commission shall be appointed for a term of three years. Except at the first meeting after the adoption of these By-Laws, terms shall be determined equally by lot, for two, three or four years.

h. No member shall serve more than two consecutive terms, with the exception that if a member has been appointed to a partial term, that person then may be appointed to two full terms.

i. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (f) herein; when a Commission member’s death, disability or circumstances prevents him or her from completing a term.

j. Members appointed from the classification of Persons with AIDS/ARC may, at their option request anonymity which shall be honored by members and records of this Commission.
Article 5. Officers

a. Officers of the Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Policy Committee and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.

d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees and a Person from the group designated as Persons with AIDS/ARC who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.
c. There shall be a Policy Committee and a Budget, Planning and Evaluation Committee, as Standing Committees. The Executive Committee may establish other committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Officers of the Commission. All other committee members, with the exception of the Executive Committee, may be drawn from the public at large. All committee members, except the Executive Committee, shall be appointed by the Executive Committee.

e. The Executive Committee may conduct votes through telephonic communications. However, a quorum may not be established through telephonic communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with Robert's Rules of Order, Revised.

b. A Parliamentarian shall be appointed by the Executive Committee.

c. These By-Laws may be amended at any meeting of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) Days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.
e. These By-Laws shall become effective immediately upon their adoption.
The Policy Committee met and recommends to the Commission the following By-Law Amendment:

Section k be added to Article 4 k. Two additional Persons with AIDS/ARC shall be appointed by the Board of Supervisors as Alternates to the Commission. Alternates shall have the full rights of members of the Commission upon absence from a Commission meeting of any member from the group designated as Persons with AIDS/ARC.
MARIN AIDS ADVISORY COMMISSION
By-Laws as Adopted June 23, 1988

Article 1. Name

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Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health & Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, an hour and place as determined by a majority vote of the members of the Commission.
b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.
c. All meetings of the Commission shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing...
with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.
e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.
f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.
g. The Marin County AIDS Coordinator is designated staff to the Commission.

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La Familia
Marin City Multi-Service Center
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b. Each agency/group shall submit the name of the person selected as its representative to the Board of Supervisors for appointment.

c. Agencies/groups shall reflect the ethnic, racial, gender, sexual preference and geographic areas of Marin and the communities affected by AIDS/ARC in Marin County.

d. Other individuals (non-Commission members) seeking association/partnership with the Commission may do so in a committee appointment status.

e. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of her/his inability to attend either to the Officer of the Commission or the Marin County AIDS Coordinator.
f. A member who is absent from four (4) meetings, except special meetings, in any twelve-month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member’s status will be noted at the next scheduled meeting and recorded in the Commission’s minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

g. Each member of the Commission shall be appointed for a term of three years. Except at the first meeting after the adoption of these By-Laws, terms shall be determined equally by lot, for two, three or four years.

h. No member shall serve more than two consecutive terms, with the exception that if a member has been appointed to a partial term, that person then may be appointed to two full terms.

i. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (f) herein; when a Commission member’s death, disability or circumstances prevents him or her from completing a term.

j. Members appointed from the classification of Persons with AIDS/ARC may, at their option request anonymity which shall be honored by members and records of this Commission.
Article 5. Officers

a. Officers of the Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Policy Committee and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.

d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees and a Person from the group designated as Persons with AIDS/ARC who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.
c. There shall be a Policy Committee and a Budget, Planning and Evaluation Committee, as Standing Committees. The Executive Committee may establish other committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Officers of the Commission. All other committee members, with the exception of the Executive Committee, may be drawn from the public at large. All committee members, except the Executive Committee, shall be appointed by the Executive Committee.

e. The Executive Committee may conduct votes through telephonic communications. However, a quorum may not be established through telephonic communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with Robert’s Rules of Order, Revised.

b. A Parliamentarian shall be appointed by the Executive Committee.

c. These By-Laws may be amended at any meeting of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) Days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.
e. These By-Laws shall become effective immediately upon their adoption.
The Policy Committee met and recommends to the Commission the following By-Law Amendment:

Section k be added to Article 4

k. Two additional Persons with AIDS/ARC shall be appointed by the Board of Supervisors as Alternates to the Commission. Alternates shall have the full rights of members of the Commission upon absence from a Commission meeting of any member from the group designated as Persons with AIDS/ARC.
MARIN AIDS ADVISORY COMMISSION

POLICY AND PROCEDURE

Regarding Initiatives and Ballot Measures

Policy: It shall be the Policy of The Marin AIDS Advisory Commission to recommend to the Board of Supervisors a position on any Initiative or Ballot Measure that directly or indirectly relates to HIV positive, ARC or AIDS.

Procedures: 1. Anyone, at a Marin AIDS Advisory Commission meeting in writing or in a writing addressed to the Chair of the Commission may request the MAAC to take a position on any initiative or ballot measure that comports with the above Policy. Said writing must be accompanied by a complete copy of the initiative or ballot measure.

2. Upon receipt of such written request the Chair of the Commission shall refer the item to the Policy Committee for its review and recommendation. The Policy Committee in the form of a resolution which shall not exceed one page of 8 1/2 by 11 paper size shall recommend to the Commission a position on the item such as support, opposition, no position, or tabling to a date certain.

3. Any action adopted by the Commission shall be forwarded to the Board of Supervisors.
DEPARTMENT OF HEALTH AND HUMAN SERVICES
POLICIES AND PROCEDURES REGARDING
COMMISSIONS, BOARDS, AND ADVISORY COUNCILS

The purpose of this policy statement is to clarify the relationship between commissions, boards, and advisory councils whose members are appointed by the Board of Supervisors, and Department of Health and Human Services staff who, as part of their assignments, provide staff assistance to such appointed groups.

The Board of Supervisors appoints and maintains a number of advisory bodies whose members represent the interests of the citizenry of Marin County. These advisory bodies serve to provide the Board with a perspective on the activities of County government, which is outside and independent from the perspective of the agency within County government responsible for the activity and from that of the County Administrator. Such groups may undertake studies, make recommendations in a broad range of areas including staffing and funding, develop or review plans, suggest new programs or modifications in priorities and directions in existing programs, and evaluate the effectiveness of services and service delivery systems that may include outside organizations as well as County agencies.

These groups are appointed by and responsible directly to the Board of Supervisors. Staff assistance is traditionally provided to Board-appointed advisory bodies from the department most nearly associated with the subject area in which the advisory group works. Reports, plans, recommendations and the like, developed by the advisory group, are submitted through the agenda process to the Board of Supervisors for its consideration.

In some instances the advisory group is mandated by statute, and the primary advisory relationship is to a specific, designated staff position. In such situations, the designated staff person is in a dual role. On the one hand, he or she may provide staff support to the advisory group; on the other, the staff person may be designated as the person whom the advisory group advises. Staff members in such dual roles must have a clear understanding of the complexity of their positions. While the annual planning process may be developed and conducted collaboratively by the staff member and the advisory group in such cases, disagreement may arise over goals, objectives, and funding decisions. Thus, in such instances, the statutes grant the advisory group the power to report independently to and make presentations before the Board of Supervisors.

In other instances, the advisory group has come into existence as a response to a locally perceived need. The Board of Supervisors appoints these commissions, boards, or advisory councils in order to obtain direct comment from the community. Employees who provide
staff assistance to such groups have a complex and potentially conflicting role. They are to assist these bodies as they formulate recommendations to the Board of Supervisors and, while in this role, must act in a manner that assures the advisory group that the group's goals and objectives are of primary consideration.

Nonetheless, staff to advisory groups are also employees of the Department. Where the goals and objectives of the Department are in conflict with those of the advisory groups, the staff member must be clear about his or her role and must also take responsibility to assure that the advisory group members are clear about their roles and that of staff.

Routinely the Board of Supervisors requests evaluation of an advisory group's recommendations by the County Administrator and by the Department and makes a determination as to the action that will be taken after reviewing the recommendations of the group and the evaluations of the County Administrator and the Department. The Department does not experience the impact of an advisory group recommendation until after the Board of Supervisors has taken action on it.

In order to assure that all staff members and advisory groups are clear with regard to their respective roles, the following policies and procedures are established:

1. **Role Clarification**
   a. Members of all advisory groups will be provided with a copy of this policy and procedure statement and informed that their primary responsibility is to provide independent recommendations to the Board of Supervisors or to a state mandated, designated staff person, as specified in the respective advisory groups enabling statutes, bylaws, or appointment orders.
   b. Members of all advisory groups will be informed that the employee(s) who provide staff assistance to them must perform a variety of roles that must be clearly distinguished from one another.

2. **Duties of Advisory Group Staff**
   a. Employees will provide advisory group members with any reasonable level of assistance that the advisory group believes necessary to discharge its responsibility to the Board of Supervisors, such as providing information about County programs, clarifying procedures and processes by which the group officially communicates with the Board of Supervisors, and the like.
b. Employees will act as liaison between the advisory group and the Department, keeping each informed on a continuing basis of the goals, objectives, and positions on issues of the other. This will be accomplished by the staff member providing routine status reports to his/her supervisor on the activities of the advisory group, and conveying back to the group any policy or position conflicts and/or other responses from the Department. These information exchanges must be accomplished objectively and without editorial comment by the staff member.

c. When it is clear that the advisory group and the Department are taking different positions on an issue, this will be conveyed to both the advisory group and the staff member's supervisor as rapidly as possible.

d. When the Department and the advisory group have taken differing positions on a preliminary recommendation of the advisory group, the reasoning behind the Department's position will be conveyed fully, and preferably in writing, to the advisory group.

3. Managing Conflict

a. The purpose of advisory groups is to bring an independent voice into the policy making process. Disagreement with the Department, with established processes and procedures, and with existing policy is natural and healthy.

b. In order to assure that conflict is managed in a positive way, all parties must be fully cognizant of each other's position and reasoning at each step of the process of formulating final recommendations to the Board of Supervisors.

c. The role of the Board of Supervisors is to set policy. It is in its and the citizens' best interest that the Board have as full a range of options as possible for its consideration.
MARIN AIDS ADVISORY COMMISSION
By-Laws Adopted As Revised : March 26, 1992

Article 1. Name

The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immunodeficiency Syndrome).

Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus). In addition, as of November 1, 1991, the Commission shall serve as the decision-making body for Ryan White Title II funding.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, hour and place as determined by a majority of the members of the Commission.

b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 commencing with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.

g. The Marin County AIDS Coordinator is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.
Article 4. Membership

a. The membership of this Commission shall consist of not less than 24 nor more than 47 members to include one representative from the following agencies or groups unless otherwise designated:

African-American Representative
Alcohol and Drug Advisory Board
Asian/Pacific Islander Representative
Canal Community Alliance
Center for Attitudinal Healing
Commission on the Status of Women
Community Action Marin
Community Representatives at-large*
Council of Mayors and Councilmen
Criminal Justice Consortium
Hemophiliac Foundation of Northern California
Hospice of Marin
La Familia Center of Marin
Legal Aid of Marin/Marin County Bar Association
Marin AIDS Project
Marin Center for Independent Living
Marin Community Clinic
Marin County Chamber of Commerce
Marin County Dental Society
Marin County Health Department - Title II only
Marin County Hospital Administrators
Marin County Medical Society
Marin County Office of Education
Marin Health Council
Marin Housing Center
Marin Interfaith Council
Marin Lesbian/Gay Rights Project
Marin Treatment Center
Mental Health Advisory Board
Office Of Emergency Services Advisory Group
Persons Living with HIV (PLWHIV) 25% of total appointed membership
Planned Parenthood
Youth Advocates

No more than one individual who is Board, Staff or Consultant of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

(*) one to four including health care providers and former Title II Consortium members
b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Commission for its submission to the Board of Supervisors for appointment.

c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual orientation and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Coordinator.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meetings and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

f. Each member of the Commission shall be appointed for a term of three years.

g. Each member of the Commission shall be expected to serve on at least one committee of the Commission.

h. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (e) herein; when a Commission member's death, disability or other circumstance prevents serving.

i. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of this Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee (who may appoint an ad hoc Nominating Committee), and nominations may be made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.
d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and 2 persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, and Direct Services Committee, as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include non-commission members of the community who will have a vote. A majority of committee members shall be Commission members.

e. The Executive Committee may conduct its business through telephone communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended, at any meeting of the Commission, by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These By-Laws shall become effective immediately upon their adoption.
MARIN AIDS ADVISORY COMMISSION COMMITTEES
AND CHARGES TO COMMITTEES

EXECUTIVE: To provide oversight and coordination of the work of the Commission.

PREVENTION/EDUCATION: To monitor HIV prevention and education work in Marin and to advocate for high quality prevention service delivery.

CLIENT (DIRECT) SERVICES: To review the needs of people with HIV in Marin, identify barriers to care, and to promote cooperation among agencies delivering services.

PLANNING & BUDGET: To advise staff in developing the County HIV Response Plan; to monitor implementation of the Plan; and to monitor HIV epidemiological data.
Marin AIDS AIDS Advisory Commission

Proposed By-Laws Amendments:

ARTICLE 4: MEMBERSHIP  Last Paragraph

Present Wording:

No more than one individual who is Board, Staff or Consultant of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

Proposed New Wording:

Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

ARTICLE 6: COMMITTEES

Paragraph c.

Present Wording:

In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee and Direct Services Committee as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

Proposed New Wording:

In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, Direct Services Committee, HIV Medical Services/HIV Clinic Committee and an HIV+ Community Advocates Committee as standing Committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

Paragraph d.

Present Wording:

Standing committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include non-commission members of the community who will have a vote. A majority of committee members shall be Commission members.
Proposed New Wording: Article 6. Committees, Paragraph d.

Standing Committees may be co-chaired. Co-chairs shall be appointed by the Co-Chairs of the Commission. Standing Committees may be co-chaired by an HIV+ member of the Commission. If co-chaired by an HIV+ Commission member, the other co-chair may be a non-commission member of the community who will have a vote. The Committee Co-Chairs shall appoint members of the committee which may include non-Commission members of the community who will have a vote.
MARIN AIDS ADVISORY COMMISSION
By-Laws As Adopted June 23, 1991
As Revised December 19, 1991

Article 1. Name
The Name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immunodeficiency Syndrome).

Article 2. Purpose
This Commission was established September 29, 1987 by the Marin County Board of Supervisors following its adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to HIV. (HIV is an acronym for Human Immunodeficiency Virus). In addition, as of November 1, 1991, the Commission shall serve as the decision-making body for Ryan White Title II funding.

Article 3. Meetings
a. The regular meetings shall be held monthly at a date, hour and place as determined by a majority of the members of the Commission.

b. Special meetings may be called, as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 (commending with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall by forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance.

g. The Marin County AIDS Coordinator is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.
Marin AIDS Advisory Commission

Commission and Committee Planning Guide

Major Questions

Who are we?

• What is the committee’s mission?
• What HIV issues are the focus of the committee’s attention and work
• How does the committee usually address these issues?

Where are we now?

• Identify the risk/target population(s)? (How many? What are their problems and needs?)
• What services are provided and how many people are served?
• Are the existing services adequate (quantity, quality, types of service, locations)?
• How well are providers working together to meet needs?

Where are we going if we follow our present course?

• Will response be appropriate and adequate?
• Are there alternative scenarios that we should be considering?

Where do we want to go?

• What goals and objectives should we be setting in your committee’s focus area?
• What are your suggested priorities in terms of those goals and objectives a) within your committee’s area of specialization, and b) across the whole range of needs of and services for persons with HIV

How can we get there?

• What do we have to do to achieve the priority goals.
• What things that we are currently doing should we continue to do?
• What new program or projects should be initiated?
• Are there several alternative approaches or strategies that would accomplish one or more of the goals and is there a difference in the costs depending upon the chosen strategy?
• What is the best allocation of limited resources?
• Are additional fund/resources needed and, if so, where can they best be secured?
What if the situation changes?

- Think about contingency plans for retargeting resource and effort.

What actions must we take?

- Getting specific, how do we implement our plans?

How will we know if we are succeeding?

- How will we know what impact services are having on the community and the well-being of clients of priority services?

- How will we measure the efficiency of the strategies we recommend?

Do we need to change course?

- When and how should your committee and the Commission reexamine its plans and consider whether a change of course is needed?
PROPOSED FORMAT AND CONTENT FOR SUBMISSION OF CONCEPTS AND PROPOSALS FOR REVIEW BY BUDGET AND PLANNING COMMITTEE OF MARIN AIDS ADVISORY COMMISSION:

The role of the Budget and Planning Committee in substantive areas is limited to review and analysis of concepts and proposed projects. It does not originate concepts or set priorities. The Committee has found that, in order to fulfill its charge, it is necessary that proponents of various concepts and projects provide the Committee (in a timely manner) with sufficient information for it to do its work. This means that in future the Committee will request submission (in writing) of the following as the basis for review and comment/recommendation to other committees or the full Commission:

1. Provide a brief description of the proposed project.

2. Statement of need: Who and how many are in need of the proposed service or intervention; how severe is the problem for an affected individual? How has need been determined?

3. What methodology(ies) are proposed?

4. How many people will be served, what level of service will be provided, and what impact will the proposed services have on those served?

5. Describe the proposed project's relationship to existing HIV services.

6. Provide a summary budget, but one that is as accurate as possible for the project's current stage of development.

7. Describe the project's relationship to existing community priorities for HIV response. If the concept or project is not currently a priority, explain why it should be accorded a higher priority that is now the case.

This is not intended to amount to the equivalent of a funding proposal. Two or three pages addressing all of these points should be sufficient at this stage in the planning process.
Article 4. Membership

a. The membership of this Commission shall consist of not less than 22 nor more than 44 members to include one representative from the following agencies or groups unless otherwise designated:

African-American Representative
Alcohol and Drug Advisory Board
Asian/Pacific Islander Representative
Canal Community Alliance
Center for Attitudinal Healing
Commission on the Status of Women
Community Action Marin
Community Representative at-large
Council of Mayors and Councilmen
Criminal Justice Consortium
Hemophiliac Foundation of Northern California
Hospice of Marin
La Familia Center of Marin
Legal Aid of Marin/Marin County Bar Association
Marin AIDS Project
Marin Center for Independent Living
Marin Community Clinic
Marin County Chamber of Commerce
Marin County Dental Society
Marin County Health Department - Title II only
Marin County Hospital Administrators
Marin County Medical Society
Marin County Office of Education
Marin Health Council
Marin Housing Center
Marin Interfaith Council
Marin Lesbian/Gay Rights Project
Marin Treatment Center
Mental Health Advisory Board
Office Of Emergency Services Advisory Group
Persons Living with HIV (PLWHIV) 25% of total appointed membership
Planned Parenthood
Youth Advocates

No more than one individual who is Board or Staff of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee.

b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Commission for its submission to the Board of Supervisors for appointment.
c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual orientation and geographic areas of Marin and the communities affected by HIV in Marin County.

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Coordinator.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member's status will be noted at the next scheduled meetings and recorded in the Commission's minutes. Appeals may be heard at the discretion and convenience of the Executive Committee.

f. Each member of the Commission shall be appointed for a term of three years.

g. Each member of the Commission shall be expected to serve on at least one committee of the Commission.

h. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Coordinator; when a Commission member fails to attend meetings pursuant to section (e) herein; when a Commission member's death, disability or circumstances prevents serving.

i. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of this Commission shall be Chair, Vice-Chair, and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee who may appoint an ad hoc Nominating Committee, and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.
d. No officer shall be eligible to serve more than two consecutive terms in the same office.

Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and 2 persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, and Direct Services Committee, as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include members of the community who will have a vote. A majority of committee members shall be Commission members.

e. The Executive Committee may conduct its business through telephone communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with "Robert's Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended at any meetings of the Commission by a two-thirds vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These By-Laws shall become effective immediately upon their adoption.
APPENDIX 4
MARIN AIDS ADVISORY COMMISSION/CONSORTIUM GRIEVANCE PROCESS

1. The first avenue in the grievance process is to implement the internal grievance procedures of the Agency concerned. All HIV service providers shall have a designated grievance contact person. The agency will respond to the grievance within 5 working days.

2. If the grievance is not resolved to the client’s satisfaction, within 5 working days the agency will refer the grievance to the Chair of the Direct Services Committee of the Marin AIDS Advisory Commission/Consortium. The Chair will assign a committee member to undertake the following activities:
   a. Conduct fact-finding with all interested parties
   b. Schedule a hearing on the facts at a mutually agreeable date, time, and location
   c. Develop a recommendation based on the facts within 10 days

3. If the grievance is not resolved to the client’s satisfaction, upon notice of this dissatisfaction, the committee member will refer the client immediately to the County Mediation Services (499-7454).

4. If the grievance is not resolved to the client’s satisfaction, the client may forward a full report to the Commission/Consortium for action.
MARIN AIDS ADVISORY COMMISSION

By-Laws as Adopted June 23, 1991
(Revised October 27, 1994)
(Adopted October 27, 1994)

Article 1. Name

The name of this Commission shall be the Marin AIDS Advisory Commission. (AIDS is an acronym for Acquired Immune Deficiency Syndrome).

Article 2. Purpose

This Commission was established September 29, 1987 by the Marin County Board of Supervisors following the adoption of the Marin AIDS Local Response Plan. The purpose of this Commission shall be to advise the Department of Health and Human Services and the Board of Supervisors on the development, implementation and coordination of AIDS programs, including all other concerns related to the HIV. (HIV is an acronym for Human Immunodeficiency Virus). In addition, the Commission serves as the advisory body for Ryan White CARE Act, Title I funds and as the funding body for Ryan White CARE Act, Title II.

Article 3. Meetings

a. The regular meetings shall be held monthly at a date, hour and place as determined by a majority of the members of the Commission.

b. Special meetings may be called as necessary, if requested by two-thirds of the Executive Committee or by a majority of the Commission.

c. All meetings of the Commission, including Committee Meetings, shall be open to the public and shall be subject to the provisions of Chapter 9 (commencing with Section 549500 of Part 1 of Division 2 of Title 5 of the California Government Code relating to meetings of local agencies.

d. All meetings shall be held at locations freely accessible to the public and as much as possible shall be accessible to any physically challenged person.
Article 3. Meetings (cont'd)

e. The members of the Commission shall serve without compensation, but may be reimbursed for any actual and necessary expenses incurred in connection with their duties, in accordance with County policy.

f. A quorum shall be forty percent of the total appointed membership of the Commission. A roll call vote shall be taken when requested by any member in attendance. Passage of resolutions/motions and approval of Commission actions shall require a majority affirmative vote of the Commissioners present and voting providing a quorum has been established and maintained. Abstentions shall be recognized when a bona fide conflict of interest has been declared.

g. The Marin County AIDS Program Director is designated staff to the Commission and the designated Health Department vote during Ryan White Title II decisions.

Article 4. Membership

a. The membership of this Commission shall consist of not less than 24 nor more than 47 members to include one representative from the following agencies or groups unless otherwise designated:

African American Representative
Alcohol and Other Drugs Advisory Board
Asian Pacific Islander Representative
Canal Community Alliance
Center for Attitudinal Healing
Centerpoint
Community Action Marin
Community Representatives (by Supervisorial District, 1 per Supervisorial District)
Community Representatives at-large*
Representative/Advocate of Incarcerated Persons
Representative of Persons with Hemophilia
Representative of Marin County Latino/a Population
Hospice of Marin
Legal Aid of Marin/Marin County Bar Association
Marin AIDS Project
Representative/Advocate of Marin County Homeless Population
Representative of a Marin County Housing Program
Marin Center for Independent Living
Marin Community Clinic
Article 4. Membership (cont'd)

Representative of Marin Business Community/Chamber of Commerce
Marin County Dental Society
Marin County Health Department (Title II only)
Marin County Hospital Administrators
Representative of Community Schools
Marin Health Council
Marin Interfaith Council
Representative of Marin County Lesbian, Gay, Bisexual & Transgender Population
Marin Treatment Center
Native American/Alaskan Native Population
Persons living with HIV/AIDS (PLWHIV/AIDS) (25% of total appointed membership)
Planned Parenthood
Positive Benefits
Youth Advocates
Tuberculosis Control Officer

* One to four, including Health Care Providers and Former Title II Consortium Members.

The representatives designated above constitute the required voting membership for both Title I and Title II Ryan White CARE Act planning bodies.

No more than one individual who is Board, Staff or Consultant of the same agency or group shall be appointed. Changes in the groups or agencies designated above shall be affected by the Commission upon recommendation of the Executive Committee. A Commissioner may represent more than one constituency if such representation is deemed appropriate.

b. After being advised by the Commission of a vacancy, each agency/group shall submit the name of the person selected as its representative to the Commission for its submission to the Board of Supervisors for appointment.

c. The intent of the Commission is that agencies/groups shall reflect the ethnic, racial, gender, sexual orientation and geographic areas of Marin and the communities affected by HIV in Marin County.
Article 4. Membership (cont’d)

d. Members are expected to attend all meetings of this Commission. A member who is unable to attend a given meeting shall give advance notice of his/her inability to attend either to one of the Officers of the Commission or the Marin County AIDS Program Director.

e. A member who is absent from four (4) meetings, except special meetings, in any twelve (12) month period with or without prior notification shall be deemed to have relinquished his/her membership on the Commission. In such event, the member’s status will be noted at the next scheduled meetings and recorded in the Commission’s minutes. Appeals may be heard at the discretion and convenience of the Executive Committee. Commissioners may apply for a Leave of Absence of up to six (6) months. Requests for Leave of Absence shall be made to the Commission on a Leave of Absence Request Form.

f. Each member of the Commission shall be appointed for a term of three years.

g. Each member of the Commission shall be expected to serve on at least one (1) committee of the Commission.

h. A vacancy shall exist when a Commission member submits a written resignation to the Commission officers or to the County AIDS Program Director; when a Commission member fails to attend meetings pursuant to paragraph (e) herein; when a Commission member’s death, disability or circumstances prevents serving.

i. Members appointed from the classification of Persons Living with HIV may, at their option, request anonymity which shall be honored by members and records of this Commission.

Article 5. Officers

a. Officers of this Commission shall be Chair, Vice-Chair and Secretary. However, after the election of the officers, the Chair and Vice-Chair may agree to serve as Co-Chairs and shall be recognized and designated as such.

b. At the regular February meeting, the Commission shall elect members to the above offices. Nominations shall be submitted by the Executive Committee which may appoint an ad hoc Nominating Committee, and/or made from the floor.

c. The officers shall be elected to serve for one year or until their successors are elected.
Article 6. Committees

a. The Executive Committee shall consist of the officers of the Commission, the Chairs of the standing committees, the immediate past chair, and two (2) persons from the group designated as Persons Living with HIV who shall be selected by the Executive Committee.

b. The Executive Committee shall have general supervision of the affairs of the Commission between its regular meetings and shall make recommendations to the Commission. The Executive Committee, shall be subject to the orders of the Commission, and none of its acts shall conflict with action taken by the Commission.

c. In addition to the Executive Committee, there shall be a Budget and Planning Committee, Prevention and Education Committee, Direct Services Committee, Marin Medical Society/MAAC-HIV Clinic Committee, HIV+ Community Advocates Committee, Women’s Issues Committee and a Children, Youth & Families Committee, as standing committees. The Executive Committee may establish ad hoc committees to assist the Commission in carrying out its functions.

d. Standing Committees shall be chaired by a member of the Commission appointed by the Chair of the Commission. The Committee Chair shall appoint members of the committee which can include members of the community who will have a vote. A majority of committee members shall be Commission members.

e. The Executive Committee may conduct its business through telephone communications.

Article 7. Amendments and Parliamentary Rules

a. The meetings of this Commission shall be conducted in accordance with "Robert’s Rules of Order, Revised".

b. A Parliamentarian may be appointed by the Chair of the Commission.

c. These By-Laws may be amended at any meetings of the Commission by a two-thirds (2/3) vote of the full membership, provided that copies of the proposed amendments are sent to all members of the Commission at least ten (10) days prior to the meeting at which such action is taken.

d. All speakers at Commission meetings not making a previously scheduled presentation shall be limited to five (5) minutes unless a majority of the Commission votes to extend the time limit.

e. These By-Laws shall become effective immediately upon their adoption.
MARIN AIDS ADVISORY COMMISSION MEMBERSHIP-12/94

African American Representative-William Rogers, Connie Borges
Alcohol and Other Drugs Advisory Board-not filled
Asian Pacific Islander Representative-Janet Beatty
Canal Community Alliance-Janet Beatty
Center for Attitudinal Healing-Sharon Pair-Taylor
Centerpoint-Tom Fairwell
Community Action Marin-Bill Hamilton
Community Representatives (1 per Supervisorial District)-not filled
Community Rep. at large (1-4)-Victor Newman, Bill Rosen, Geoff Sackett
Representative/Advocate of Incarcerated Persons-not filled
Representative of Persons with Hemophilia-Barney Pia
Representative of Latino/a Population-Cesar Diaz
Hospice of Marin-Mary Taverna
Legal Aid of Marin/Marin Co. Bar Ass.-Lauren Hallinan
Marin AIDS Project-Janet Gorewitz
Representative/Advocate of Marin County Homeless Population-not filled
Representative of a Marin County Housing Program-Christine Mibach
Marin Center for Independent Living-Connie Borges
Marin Community Clinic-not filled
Representative of Marin Business Community/Chamber of Commerce-not filled
Marin County Dental Society-not filled
Marin County Health Department (Title II only)-Jon Dean Green
Marin County Medical Society-Dr. Milton Estes
Marin County Hospital Administrators-not filled
Representative of Community Schools-Sally Trahan
Marin Health Council-Erwin Braff
Marin Interfaith Council-Dave Martin
Rep. of Marin Co. Lesbian, Gay, Bisexual & Transgender Population-not filled
Marin Treatment Center-Brian Slattery
Native American/Alaskan Native Population-not filled
Persons living with HIV/AIDS (25% of total)-Robert Baerman, Cesar Diaz, Tom Fairwell,
Gregory Giorgi, Deborah Kasel, Kimberly McQuade, Barney Pia, William Rogers,
Geoffrey Sackett, Richard Wolf, John Zukaitis
Planned Parenthood-not filled
Positive Benefits-Barney Pia
Youth Advocates-William Rogers
Tuberculosis Control Officer-Dr. Fred Schwartz

16 slots not filled