



Bylaws

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Article I - LEGAL AUTHORITY

The Denver HIV Resources Planning Council (DHRPC) was established by the Chief Elected Official (Mayor) of Denver on April 8, 1993. It functions pursuant to the duties outlined in Part A of the Ryan White HIV/AIDS Treatment Extension Act of 2009 and those enumerated below in Article II, and works in collaboration with the Denver Office of HIV Resources (DOHR).

Article II – DUTIES

2.1- DHRPC Operations:

- A. Establish and maintain operations
- B. Establish and maintain a grievance procedure
- C. Recruit, select and train members; including officer selection
- D. Participate in collaborative planning with DOHR

2.2- Legislatively Mandated Duties:

- A. Develop and use a comprehensive plan
- B. Conduct a needs assessment
- C. Collaborate with DOHR on quality management and service standards
- D. Review and use key data to establish funding priorities, allocate dollars and create/approve directives
- E. Establish DHRPC's budget
- F. Coordinate between the Health Resources and Services Administration (HRSA) Parts and programs
- G. Funding adjustments and reallocation
- H. Assess the administrative mechanism and effectiveness of services

2.3- Other Responsibilities:

- A. Provide other information
- B. Monitor quality management data
- C. Write a Letter of Assurance

- For more details, please refer to the DHRPC Roles and Responsibilities and MOU documents.

Article III- MEMBERSHIP

Membership shall be at the choice of the Mayor and will consist of the slate of candidates, interviewed by the Membership Development Committee (MDC) and approved by the DHRPC.

3.1- Application and Appointment:

- A. An applicant shall fill out and submit to the DHRPC staff, a City and County of Denver Boards and Commission application. The DHRPC staff will contact applicants to acknowledge receipt of applications. Applications are accepted throughout the year but active recruitment will begin in September for the following year. Applications as well as supporting documents will be sent the Director of Boards and Commissions and maintained according to the City and County of Denver's Record Retention Policy.
- B. New member applicant interviews will be held once a year. Interviews will occur in October and November. Applicants will be given two opportunities to schedule an interview with the MDC Interview team, after which the applicant will no longer be considered. Those wishing to be considered again will need to submit a new application.
 - If vacancies occur and no current member meets those category requirements a second round of interviews can be held to bring new members on the Council through February. At the time of the interview, applicants will be given a written description of the duties and responsibilities of DHRPC members, and committee descriptions as well as dates of required meetings whenever possible.
 - In the case of certain federally mandated slots, when the vacancy would result with non-compliance to HRSA, the Mayor can appoint an individual for additional terms. DHRPC staff and DOHR shall maintain a list of federally mandated positions, the persons filing those positions and any demographic information necessary to fulfill HRSA reporting requirements. DHRPC staff shall also maintain an up-to-date membership contact roster of the DHRPC including committee and sub-committee assignments, participation summaries and other information deemed necessary by the DHRPC.
- C. DHRPC staff will schedule interviews with applicants and the MDC Interview Panel. Additional demographic information may be collected prior to or during the interview process. The MDC (or other volunteers on the interview panel) will conduct a formal interview utilizing a quantitative tool to ensure an objective review of each candidate on merits important to the DHRPC operations and will rank each candidate.
- D. All meeting discussions and interview deliberations pertaining to candidates are to be kept confidential by the MDC Interview Panel. All Interview Panel members must sign a confidentiality statement which shall be kept on file by DHRPC staff.
- E. Applicants interviewed and recommended by the Interview Panel will be forwarded to the DHRPC for approval as a collective body/slate. The DHRPC will either endorse or oppose the slate recommendations. After the interview and approval, a letter will be sent to the City and County of Denver's Director of Boards and

Commissions. The Denver Boards and Commissions shall notify applicants in writing if they have or have not been appointed to the DHRPC with copies sent to DHRPC staff.

3.2- Composition:

There are specific categories that must be represented on planning council's according to Ryan White HIV/AIDS Program (RWHAP) legislation. Those categories are as follows:

- A. Health care providers, including federally qualified health centers;
- B. Community-based organizations serving affected populations and AIDS service organizations;
- C. Social service providers, including providers of housing and homeless services;
- D. Mental health and substance abuse providers (*considered two separate categories but can be represented by one person*);
- E. Local public health agencies;
- F. Hospital planning agencies or health care planning agencies;
- G. Affected communities (including people living with HIV (PLHIV), members of a Federally recognized Indian tribe, individuals with hepatitis B or C, and historically underserved groups and subpopulations);
- H. Non-elected community leaders;
- I. State Medicaid agency;
- J. Grantees under Ryan White Part B;
- K. Grantees under Ryan White Part C (Early Intervention Services);
- L. Grantees under Ryan White Part D (or if none are operating in the area, representatives of local organizations with a history of serving children, youth, women, and families living with HIV);
- M. Grantees of other Federal HIV programs, including but not limited to providers of HIV prevention services;
- N. Individuals who formerly were federal, state, or local prisoners, were released from the custody of the penal system during the preceding three years, and had HIV/AIDS as of the date on which the individuals were so released or their representatives.

3.3- Representation and Reflectiveness:

- A. No less than thirty-three percent (33%) of the Council shall be individuals who are receiving HIV-related services. These individuals should not be officers, employees, or consultants to any entity that receives funding from Ryan White Part A. For purposes of the preceding sentence, an individual shall be considered to be receiving such services if the individual is a parent or caregiver of a minor child who is receiving such services.

- B. At least two members of the DHRPC must be willing to publicly disclose that they are living with HIV to be in compliance with RWHAP representation requirements. DHRPC members and staff will assure confidentiality of serostatus, except for the two publicly disclosed PLHIV members, when indicated.
- C. Members of the DHRPC will be selected for their expertise, knowledge of their constituency, ability and willingness to view the entire HIV/AIDS system, and unique characteristics which, when blended, form a balanced council for the Transitional Grant Area (TGA).

3.4- Terms:

- A. The Mayor may appoint members to staggered terms typically lasting three years. All terms end on December 31st of the given year.
- B. All appointments shall be made for no more than two consecutive three-year terms. Members completing two consecutive three-year terms must sit out one full year before reapplication to the DHRPC can be made.
- C. Reapplying DHRPC members are required to interview with the MDC after they have sat out for one full year. While DHRPC members can apply for a second term, a second term is not guaranteed.

3.5- Member Duties & Responsibilities:

Duties and responsibilities of DHRPC members are as follows:

- A. Attend and actively participate in DHRPC and Committee meetings. Active participation is considered regular attendance of DHRPC monthly meetings and participation in a monthly committee. Regular active participation will maintain a member's eligibility to vote.
- B. Come to meetings prepared and engaged. It is essential that meeting materials be read prior to meeting attendance, whenever possible.
- C. All members are expected to behave respectfully and follow the Council's rules of order. If a member is acting inappropriately or disrespectfully they may be asked by DHRPC staff or Co-chairs to leave the meeting.
- D. Members are expected to conduct themselves in accordance with the City and County of Denver's [Code of Ethics](#), and conduct themselves in a manner free of discrimination and harassment due to race, color, religion, national origin, sex, sexual orientation, gender identity and expression, disability, genetic information, military status, age, marital status, political affiliation, or any other status protected under federal, state, and/or local law.
- E. Attendance to at least one committee is mandatory. A member may attend as many committee meetings as desired, but must select one as their primary committee for attendance. See Article III, 3.6 for more details.

- F. Members will be given a new member packet and participate in an onboarding process with DHRPC staff, as needed. New members will be paired with a mentor to assist in understanding Council process and navigate procedures, as needed. This mentor will be assigned by the MDC.
- G. The *New Member Orientation* must be completed within three months of joining the DHRPC. Once completed, new members will obtain voting rights.
- H. All members are expected to attend the Annual Retreat. Once completed, attendance will count as a general council meeting.
- I. All members are expected to attend the DHRPC Priority Setting and Resource Allocation (PS/RA) meetings annually. These meetings are required and count toward voting rights.
- J. All members are expected to attend one Data Training meeting. Attendance at one data training is required in order to have voting rights at Priority Setting and Resource Allocation.

3.6- Attendance:

Member Attendance is mandatory and will be monitored by DHRPC staff in order to assess when outreach might be necessary. Attendance is required and will determine who is eligible to vote at DHRPC and Committee meetings.

- A. Attendance at general DHRPC meetings is mandatory. A member's voting rights will be suspended for the remainder of the calendar year, if the member misses three (3) DHRPC meetings.
- B. Attendance to at least one Committee is mandatory. A member's voting rights will be suspended for the remainder of the calendar year, if the member misses three (3) DHRPC Committee meetings.
 - A designated committee shall be chosen prior to the April DHRPC meeting. New members may attend multiple committees during the timeframe from January to March in order to find a committee aligned with their skills or area of interest. Committee attendance, during this timeframe will be based on attendance at one committee per month, regardless of which committee.
 - If unforeseen circumstances arise, DHRPC members may work with DHRPC staff to identify a new designated committee.
- C. Committee and Planning Council Chairs are expected to attend the monthly Leadership Committee meeting.
 - Committee Co-Chairs may work out an arrangement so that at least one co-chair is present for this meeting and if no Co-Chair can be present an alternate arrangement is worked out prior to the Leadership Committee meeting whenever possible. Committee Co-Chair attendance at the

Leadership Committee meeting (if it is not their identified committee) will not affect voting rights.

3.7-Voting Rights and Quorum:

- A. Voting rights will be monitored and addressed by the MDC and the DHRPC Officers, with assistance from the DHRPC staff.
- B. DHRPC members will be informed in writing that their voting privileges for the year have been suspended. A member is encouraged to continue participating in the Planning Council processes and discussions even if they have lost their voting rights. Please note that members who are not actively participating in the Planning Council can be recommended for removal.
- C. At any DHRPC meeting, the presence of a majority of the members (meaning one more than half of the current appointed membership with voting rights) shall be necessary to constitute a quorum for purposes of formal decision-making. The DHRPC Officers will be counted as part of the quorum. Quorum will be adjusted to reflect voting eligibility and members who are on an approved leave of absence. Quorum will be verified prior to any vote made by the DHRPC or its Committees.

3.8-Leave of Absence:

A leave of absence (LOA) may be requested by notifying DHRPC staff of the request for a LOA in writing. An LOA can be for a duration of up to three months and is granted, by staff, in writing, on a case-by-case basis. Extensions are granted by staff and the MDC and may be for a duration of one additional month. The MDC Co-Chairs will update the Leadership Committee on the status of LOA at the monthly Leadership Committee meeting. The quorum will be adjusted to reflect LOA (s).

- [Click here to view the process for requesting and returning from a LOA.](#)

3.9-Resignation:

Resignations must be submitted to DHRPC staff. DHRPC staff will forward the resignation to the Director of Boards and Commissions, DOHR liaison, the Leadership Committee and the MDC.

3.10- Removal:

- A. DHRPC members may be removed by the Mayor for any reason.
- B. The MDC may recommend to DHRPC that a member be removed if they miss six or more meetings (and have not been granted a requested leave of absence). The DHRPC will then vote, and if approved, a recommendation will be sent to the Mayor that a member be removed for failure to participate as described in Article

III, 3.5 and Article III, 3.6. Written notification will be provided to members if they have been removed from the DHRPC as described in Article III, 3.7.

Article IV – Officers

DHRPC shall elect annually, at its December meeting, the following Officer positions for a term of one year. Nominations will start in September and remain open until one week prior to election. At the December meeting, candidates will have the opportunity to provide additional information to the DHRPC, if they choose. In order to be nominated for an officer position, the nominee must be a member of the Council for at least one year, unless elected by DHRPC majority to serve in an interim position. Elected officer terms begin January 1st. Officer nominations and written process will be overseen by the MDC. Officers will participate in leadership training and coaching, as determined by staff.

- A. **Vice-Chair:** The Vice-Chair shall serve as Chair and voting member of the Leadership Committee. The Vice-Chair presides at DHRPC meetings in the absence of both Co-Chairs and shall assume any associated duties. The Vice-Chair shall be appointed annually for a term of one year and shall not serve more than one term. The DHRPC anticipates that, during the one-year term, the Vice-Chair will develop skills and expertise to serve as a Co-Chair following conclusion of his or her term as Vice-Chair. The Vice-Chair shall not serve more than one year in this position, with the exception of time served in an interim position.
- B. **Co-Chairs:** DHRPC shall have three Co-chairs, with one Co-chair being appointed by the Mayor (Grantee Co-chair) as an ex-officio member and two Co-chairs being elected by the DHRPC. The DHRPC Co-Chairs (excluding the Grantee Co-chair) shall facilitate DHRPC meetings. Co-chairs serve for a term of one year and may serve for two terms, if re-elected by DHRPC. The positions should be staggered so that one chair is junior (serving their first term as co-chair) and one is senior (serving their second term as co-chair). A Co-chair may not serve more than two years, except for time included serving in an interim position. Co-chair positions vacancies will typically be filled by the vice chair from the previous year and the junior Co-chair moving into the senior position (contingent upon an election by the DHRPC).
 - At least one of the three DHRPC Officers (Co-chairs and Vice-chair) shall be a person living with HIV/AIDS.
 - Only active DHRPC members in good standing may be elected to an officer position.
 - Officers are expected to preside at DHRPC meetings and general membership rules shall apply, with the exception of leave of absence.
 - If an officer requests a LOA, their officer position will be forfeited once the LOA is granted, for the remainder of the year. DHRPC membership will elect an interim replacement during the next DHRPC meeting. The former Officer shall remain a member of the DHRPC, if membership rules are adhered to.
 - A DHRPC member may not exceed a one-year term as Vice-chair and a two-year term as Co-chair, with the exception of time included serving as an interim position.

- Officers will follow the duties and expectations laid out in the Committee Co-chair Job Description document.
- Facilitation roles will be determined by the DHRPC staff and Officers.

Article V - MEETINGS

5.1- Regular Meetings:

Regular meetings of the DHRPC shall be held each month unless otherwise noted and other meetings may be scheduled as necessary. All general and Committee meetings of the DHRPC shall be held open to the public.

5.2- Minutes:

Written minutes of each meeting, Planning Council and Committee, shall be taken. Minutes shall be public documents available online at www.dhrpc.org. Regular meeting notices and agendas are sent out electronically to council members and also available online. Agenda item requests should be submitted to the Leadership Committee at, or prior to, the monthly Leadership meeting. Written minutes will be distributed to all DHRPC members in a timely fashion and posted within one week after approval on the DHRPC website.

5.3- Special Meetings:

Special meetings of the DHRPC and/or Committees may be convened by the Officers and/or a majority vote by the Leadership Committee. Special meetings may occur in a conference call format if necessary.

5.4- Emergency Voting:

In rare instances when an official DHRPC vote on an issue needs to be obtained prior to the next scheduled DHRPC meeting, the DHRPC Co-Chairs may convene a special meeting of the DHRPC in-person, via telephone, or by other electronic means.

5.5- Accommodations:

The DHRPC will make a reasonable effort to accommodate special needs for meetings (including all interpreter and transportation needs) upon request. DHRPC staff will receive and respond to requests for these accommodations.

5.6- Committee Meetings:

Members of committees will establish schedules for meetings. Each committee, will follow DHRPC norms for membership requirements and voting procedures. Each committee must also follow the DHRPC process for identifying and managing conflict of interest. The DHRPC will have templates to assist the committees in completion of their duties. However, in order to maintain committee voting rights a committee member must have regular, active committee attendance and participation, as described in Article III, 3.6. Voting rights will be monitored and addressed by the Committee Chairs and the MDC, with assistance from the DHRPC staff.

5.7- Voting:

While the DHRPC will strive for consensus, every official act taken by the Council shall be adopted by a majority vote. A majority vote shall consist of 50 percent plus one of all members of the DHRPC who are eligible to vote. A DHRPC member may specify in writing (including Fax and electronic mail) his/her opinion on an identified agenda item. This information will be shared with the DHRPC by Council staff, but will not be considered a vote. Any DHRPC vote is on the basis of one vote per person. Proxy voting will not be allowed at any DHRPC meetings. A DHRPC member who has become ineligible to vote will be notified at the beginning of the month by DHRPC staff. The ex-officio Grantee Co-Chair does not have voting rights.

5.8- Public comment:

At DHRPC meetings public comment time will be observed. It shall be at the Council Co-Chairs' discretion as to the length of public comment and as to whether an issue needs to be assigned or re-assigned to a committee or workgroup for further discussion prior to action by the DHRPC. Members may call upon guests to comment if content expertise is needed outside of the Planning Council body. Guests are expected to behave respectfully and follow the Council's policies. If a guest is acting inappropriately or disrespectfully, they may be asked by DHRPC staff or Officers to leave the meeting.

5.9- Priority Setting and Resource Allocation Process:

The steps in the process are outlined below:

- A. Conduct an annual Needs Assessment as the primary method for obtaining community input.
- B. Hold a community forum(s) as another method for obtaining community input. The purpose of the forum(s) may be to obtain feedback on the draft needs assessment results or to obtain input on the needs assessment findings.
- C. Conduct educational sessions as necessary to provide DHRPC members with comprehensive, relevant reference and resource information for making priority setting and resource allocation decisions.
- D. Hold an extended DHRPC meeting or meetings to make priority setting and resource allocation decisions. These meeting will be open to the public but only DHRPC members will be able to comment and vote on decisions during this process.

Article VI – COMMITTEES & WORKGROUPS

6.1- Committee and Workgroup Formation:

Standing committees of the DHRPC may be created, modified, or dissolved at any time by resolution of the DHRPC to meet the operational needs of the Council. Committees may be assigned to study special issues and bring recommendations to the full DHRPC.

- ❖ The DOHR Quality Committee (QC) can count towards a DHRPC members committee participation. This committee will be a collaboration between DOHR and DHRPC but rules and processes will be determined by the group specifically. It will not be subject to the DHRPC committee details listed below.

The Leadership Committee, with a vote by DHRPC, can establish subject-specific workgroups to address certain issues in a short-term and focused manner. In addition, standing committees can recommend for approval, to the Leadership Committee, that a new workgroup be established. Once these purposes are accomplished the workgroup disbands unless there is a related issue that the Leadership Committee, with a vote by DHRPC, directs them to undertake.

6.2- Committee Meetings:

Committee meeting times will be scheduled via collaboration between members and DHRPC staff, taking into account that approximately 50 percent of committees should convene during traditional business hours and approximately 50 percent during evening hours to accommodate Planning Council members schedules. If a committee does not currently have work to accomplish, the monthly committee meeting may be suspended. This will be decided by committee co-chairs and staff.

Each of the committees shall follow the established decision-making mechanism of the DHRPC. Any minutes or reports from committee meetings shall be available online at www.dhrpc.org and distributed to committee members.

6.3- Committee Membership:

Committee membership may consist of community members in addition to DHRPC members. Community members who are not part of the DHRPC will be asked to read and sign a Committee Participation Agreement. These community members will be required to abide by the same rules of conduct as DHRPC members, found in Article III, 3.5, A, B, and C. Community members who complete the Participation Agreement will be considered part of the quorum count for their respective committee and will be required to follow attendance policies outlined in Article III, 3.6, B and C.

6.4- Committee Guests:

Committees may also have guests in attendance. Committees will allow for public comment time and discussion, mirroring procedures outlined in Article IV. Committees can determine the amount and type of guest participation that make sense for their respective committee. Guests are expected to behave respectfully and follow the DHRPC Committees policies. If a guest is acting inappropriately or disrespectfully they may be asked by DHRPC staff or committee co-chairs to leave the meeting.

6.5- Committee Co-Chairs:

Committee membership shall elect their respective co-chairs. Committee co-chairs shall be selected during the first meeting of the new planning year. A Co-chair must have been a participating member for at least one year, prior to accepting a co-chair position. At least one committee co-chair must be a member of the DHRPC and whenever possible, each committee shall have one PLHIV Co-chair. Co-chairs shall be selected and voted on annually. Chairs will participate in leadership training and coaching, as determined by staff.

- A. Each committee Co-chair may serve up to three consecutive years as Co-Chair if voted on and approved by committee membership.
- B. A Co-chair must have been an active member for at least one year, unless elected by committee majority to serve in an interim position.
- C. Members may serve as Co-chair of no more than two standing committees (including DHRPC Officer positions) simultaneously.
- D. If a committee co-chair requests a LOA, the Co-chair position will be forfeited once the LOA is granted, for the remainder of the year. Committee membership will elect a replacement during the next committee meeting. The former Co-chair shall remain a member of the committee, if membership rules are adhered to.
- E. Committee Co-chairs may be removed if they are not fulfilling their duties as outlined in *Committee Co-Chair Job Description*, either by recommendation of committee members or staff, with a deciding vote. If removed as a co-chair, the former chair may remain a member of the committee, if membership rules are adhered to.
- F. Grantee participation on committees shall be ex-officio without voting rights.

6.6- Standing DHRPC Committees:

Evaluation and Assessment Committee (EAC) is responsible for working with content experts to analyze data utilized by the DHRPC in data-driven decision-making processes. EAC will be responsible for guiding the annual needs assessment, as well as assessing data and metrics for the Integrated Plan. They will work to identify areas where more data

may be needed and will collaborate with the Priorities Committee to determine the data needed to make informed decisions during the PS/RA process.

Leadership Committee (LC) will:

- Review issues related to the DHRPC procedures, including DHRPC operating budget, grievances, memorandum of understanding, letter of assurance, and assessment of the administrative mechanism.
- Determine appropriate workflows and assignments to specific committees and workgroups. Workflows include specific asks and due dates of requested deliverables. Leadership members may review progress of assigned committee duties, taking into consideration that LC does not rework documents or reinitiate topic discussions previously done by other committees. The LC process is to recognize individual committee efforts and to ensure productive use of council time and consideration of the project at hand. Leadership may ask committee chairs to reconsider the efficacy of established timelines, projected outcomes, and capacity.
- Develop DHRPC Meeting Agenda. Final consideration for approval of committee assignments must be voted upon by LC members using Council Rules of Order before being added to future Council Meeting Agenda(s). Routine agenda items may be added by Council Officers and administrative staff if warranted.

LC member composition:

- Any DHRPC council member in good standing may attend LC meetings.
- LC should include at least two people living with HIV/AIDS who are currently serving on the DHRPC.
- At least one DHRPC committee co-chair must be present or call in, and are expected to vote on LC items and provide monthly committee reports at Leadership Development meetings to be included in the DHRPC meeting agenda.
- It is expected that DHRPC officers be present or call in to LC meetings.
- It is expected that the DHRPC vice-chair be present at LC meetings, and act as the LC chair and facilitator. If the vice chair is unable to participate the facilitation responsibilities may fall upon one or both DHRPC co-chairs. It is expected that the LC process uses the Council Rules of Order.

Membership Development Committee recruits, interviews and recommends potential council members for DHRPC vacancies. MDC is responsible for preliminary revision of the DHRPC Bylaws, as well as monitoring the DHRPC participation summary (including advisement on any actions needed related to voting rights or quorum adjustment). They oversee the new member mentor program and identify ways to improve inclusion and community input to Planning Council decision making, especially among communities of color and people living with HIV.

Metro Denver HIV Service Coalition (MDHSC) Committee assesses the service delivery system to determine system performance in meeting the needs of people living with HIV. The committee, although not exclusively, drafts directives for consideration by the DHRPC, to improve service delivery and address implementation issues. They also review and

provide feedback to DOHR on service standards and crafts recommendations to the DHRPC on service categories to meet the needs of people living with HIV for PS/RA.

Priorities Committee develops and evaluates components of the priority setting and resource allocation process, including the data training meetings, community input process, and Priority Setting and Resource Allocations meeting agendas. The committee will evaluate the process annually and make appropriate adjustments to increase productivity and efficiency. They will collaborate with the EAC to determine the data needed to make informed decisions during the PS/RA process.

DOHR Quality Committee (QC) centralizes and coordinates quality management (QM) efforts across the Ryan White Part A system of care. The Quality Committee is responsible for: reviewing and recommending changes to the services standards, reviewing the QM Plan, establishing shared quality measures, promoting collaboration among providers, ensuring consumer involvement and means to influence the QM Plan, as well as supporting the development and implementation of the Plan, Do, Study, Act (PDSA) cycle, including improvement change activities. DHRPC members who participate on the QC provide meaningful input on behalf of the DHRPC for the QC and report to the Council how to productively assist in the QM process. Members will need to apply and be approved for the QC.

Article VII - CONFLICT RESOLUTION

The Ryan White HIV/AIDS Treatment Extension Act of 2009 requires planning councils to develop grievance procedures as a condition of eligibility for funding. Such procedures shall include a process for submitting grievances to binding arbitration and shall be reviewed by the HRSA Project Officer assigned to the Denver TGA.

➤ [Click here to view the Grievance Procedures \(pdf\).](#)

Article VIII - CONFLICT OF INTEREST

Conflict of interest can be defined as an actual or perceived interest by the member in an action which results or has the appearance of resulting in personal, organizational, or professional gain. The DHRPC shall adhere to its own conflict of interest policy and the City and County of Denver's code of ethics when establishing priorities and policies for allocation of Ryan White Program funds. Conflict of interest will apply at every meeting and be considered during every official vote of the Planning Council or its Committees. It is required that members abstain from an official vote on a singular issue (not a slate) if they have any conflict of interest.

No member of the DHRPC shall use his or her relationship with the council for private gain, including circumstances described in the [Code of Ethics, Sec. 2-67](#).

- [Click here to view the Conflict of Interest form \(pdf\).](#)

Article IX - AMENDMENTS

The MDC shall have the authority to recommend alterations, amendments, or the repeal of these bylaws provided that the proposed changes are presented in writing at a general meeting. Suggested changes to the bylaws can be raised in any committee (including the full DHRPC) and will be assessed by the MDC before any modifications are brought to the full DHRPC membership for a vote (as described above). Changes to the Bylaws will be proposed in writing and sent to all DHRPC members one week prior to the next scheduled DHRPC meeting. The amendment(s) will be voted on and must receive a majority (50 percent plus one) vote in order for the change(s) to occur.

Article X – OPERATING PROCEDURES

The DHRPC shall have the authority to develop and implement operating procedures consistent with the duties of a planning council as described in the Ryan White Program and consistent with the policy guidance developed by the U.S. Department of Health and Human Services, HRSA.

We hereby certify the foregoing bylaws were amended by the DHRPC on December 6, 2018.

Lili Carrillo
Council Co-chair

Kevin Kamis
Council Co-chair

Rick Proctor
Council Vice-chair