

Connect to Protect[®] Los Angeles Coalition

BYLAWS

I. NAME AND PURPOSE

A. **Name:** The name of the coalition shall be Connect to Protect Los Angeles (C2PLA) Coalition.

B. History

The Coalition was developed through Connect to Protect (C2P): Partnerships for Youth Prevention Intervention a multi-site research study developed by the Adolescent Medicine Trials Network for HIV/AIDS Interventions (ATN). C2P is community mobilization intervention that is facilitated by staff from Children's Hospital Los Angeles and is focused on upstream solutions, that is, structural changes, rather than emphasizing individual level solutions. The coalition while supported by Children's Hospital Los Angeles is an independent body comprised of organizations and community members.

C. Vision Statement

Healthy Youth

D. Mission Statement

The mission of the C2PLA Coalition is to mobilize the community and create structural changes to reduce HIV/AIDS among young gay and bisexual men of color.

II. MEMBERSHIP

A. Membership

1. Formal membership shall be established through submission of signed Letter of Membership (see Appendix 1).
2. Membership shall be maintained by meeting the following guidelines:
 - i. Participation at general coalition meetings held the 4th Friday of every other month, and/or participation in defined subcommittees. Member organizations/entities will attend at least 75% of the bimonthly meetings per year and/or 75% of a designated subcommittee's meetings.
 - ii. Members will adhere to any developed protocols.
3. Members are responsible for providing agency updates to be included on the coalition website and all related materials.
4. Members understand that requests for support (e.g. Letters of Support) and/or additional information will be addressed by Co-Chairs. Each coalition member agency/entity *has the responsibility to notify other agencies/entities of grant proposals relevant to young gay and bisexual men of color and to identify other potential agency partners with additional expertise who could effectively address the intent of the proposal.* Requests for Letters of Support from the C2PLA Coalition require submission of draft Letter of Support and abstract to Co-Chairs. Decision to provide Letters of Support should be made at coalition meeting.

B. Voting

1. Only member entities are eligible to vote. Individual community members are encouraged to provide substantive feedback on issues but not given vote.
2. The C2PLA Coalition will strive for a consensus; however, in the event that a consensus is not possible, voting will be used to make decisions.
3. Absentee or proxy voting is not allowed.
4. A motion will pass only if a majority of those present vote affirmatively; otherwise, the motion fails.
5. It is the role of the Co-Chairs to request those voting members who are in possible conflict of interest to identify themselves prior to discussion and/or vote.
6. Those voting members who identify themselves as having a conflict of interest must abstain from voting on the conflicted issue.

C. Member Tasks & Responsibilities

1. Tasks assigned to members will be given and completed in a timely manner.
2. Members are responsible for submitting documents to the Logistics Chair or designee at least five (5) working days prior to meeting if the deliverables are to be distributed to other members *prior* to the next meeting.
3. Members are responsible for disseminating information from meetings to the community in addition to bringing substantive information and feedback to the C2PLA Coalition.

D. Member Conduct & Behavior

1. All members will behave in a professional manner towards other members, guests, and the facilitators, refraining from the use of abusive language.
2. Members shall be expected to demonstrate the importance of participation to the process by listening courteously and not leaving the table to conduct other business.
3. Members shall refrain from arguing with each other and acting upon personal grudges during coalition meetings; this robs important issues of the time needed for their appropriate discussion and detracts from thoughtful coalition decisions.

E. Grievance Procedure

Any dispute which may arise from a member with respect to C2PLA Coalition business or another coalition member(s) shall be subject to the following Grievance Procedure. All grievances shall be initiated at Step 1. Time limits set forth herein may be extended upon mutual agreement of the parties.

- **Step 1:** In the event a member feels a grievance towards another party, that member should initiate a one-on-one meeting or discussion to resolve the issue. If needed, after such an encounter has taken place, the members should proceed with step 2.
- **Step 2:** The member shall present the grievance to the Co-Chairs who have the authority to address the matter within 14 days of the alleged grievance or knowledge thereof.

Members shall not be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of the grievance.

F. Accountability

1. Members will endeavor to establish a group culture of openness, trust, and candor. In being accountable, members should consistently reaffirm the duty to address and not hide from problems. The group should strive to maintain a climate in which problems will be aired, differences expressed, and solutions sought within the context of moving toward achieving the group's goals.
2. Members are individually accountable for their actions, and are expected to be responsible for their identified tasks.

G. Conflict of Interest

Members in conflict should remove themselves from discussion and abstain from voting when appropriate. This applies to both coalition meetings and subcommittee meetings.

H. Changing Agency Affiliation

When a member changes their agency affiliation, it is the sole responsibility of that member to update their membership letter.

I. Removal from Membership

Membership may be revoked for the following:

1. More than three absences within a 12-month period.
2. Knowingly voting on a matter that is directly or indirectly in violation of a conflict of interest.

III. SUBCOMMITTEES

A. Ad hoc Subcommittees

Ad hoc subcommittees are formed for special purposes (e.g. SCO projects, branding) and are convened for the period necessary to complete their stated purposes. Ad hoc subcommittees shall have the duties and powers as determined in these policies and/or by the C2PLA Coalition at the time the subcommittee is formed.

B. Standing Subcommittees

Standing subcommittees are formed around special topics, sectors or subpopulations (and may include multiple SCO projects). Standing subcommittees shall have the duties and powers as determined in these policies and/or by the C2PLA Coalition at the time the subcommittee is formed.

IV. MEETINGS

A. Scheduling of Meetings

1. **Regular meetings** of the C2PLA Coalition will be scheduled a minimum of six (6) times per year on the 4th Friday of the designated month and will be held at a location designated by the C2PLA Coalition members and C2P staff.

B. Meeting Notices

1. **Meetings:** All meeting notices will be e-mailed at least 48 hours in advance of any meeting. Members will be given 48 hours advance notice of the cancellation of any meeting, with the exception that members will be notified by email or by telephone if it is necessary to cancel a meeting due to an emergency. The Co-Chairs will determine if a meeting should be cancelled for any reason, including emergencies.

C. Decision-making Process

1. All coalition meetings will follow a modified consensus model. Members will strive for a consensus; however, in the event that a consensus is not possible, voting will be used to make decisions. A motion will pass only if a majority of those present votes affirmatively; otherwise, the motion fails.

V. ROLES

A. Members

1. Full participation is required. Participants must make every effort to attend each of the meetings from convening to adjournment. If not present, members are encouraged to advise Co-Chairs in a timely manner. In addition, members are responsible for communicating requested additions to agenda prior to meeting.
2. To ensure the C2PLA Coalition success in meeting its mission, members will sign a Letter of Membership, which outlines their responsibilities as members.
3. Members are to become familiar with the Bylaws.

B. Co-Chairs: There will be two Co-Chairs.

1. **Composition:** Two members will be elected by the C2PLA Coalition membership as Co-Chairs at its annual retreat.
2. **Term of Office:** The term of office of the Co-Chairs is one year.
3. **Election:** Nominations for the Co-Chair seats will be open every 12 months for members only. In the event that a Co-Chair seat is vacated prior to the expiration of the term, a special election will take place consistent with the process identified above.
4. **Duties and Responsibilities:** The duties of the Co-Chairs are to:
 - a. Facilitate meetings, striving for consensus among members.
 - b. Work with C2P staff to develop meeting agendas.
 - c. Assist in identifying resources that are needed for coalition meetings.
 - d. Communicate with subcommittee chairs.
 - e. Secure presentations for coalition meetings for capacity building as needed.
 - f. Review and approve meeting minutes.
 - g. Identify issues and problems that arise during meetings and recommend solutions or mediation.
 - h. Be familiar with, respect, and uphold all sections of the bylaws and be strong advocates of its implementation at all times.

C. C2P Staff: There will be one Point of Contact Staff Member for C2PLA

1. **Composition:** The Point of Contact Staff will be present at all C2PLA Coalition meetings.
2. **Term of Assignment:** The Point of Contact Staff will serve in this role indefinitely.

3. **Election:** There will be no nominations for this position as it is a paid position.
4. **Duties and Responsibilities:** The duties of the C2P Point of Contact Staff are to:
 - a. Support the Co-Chairs in the development of agendas.
 - b. Provide meeting minutes for all general coalition meetings.
 - c. Provide ongoing communication, including meeting reminders that include location, time and agenda of meeting at least 48 hours in advance.
 - d. Appoint designee if they are unable to make meetings.
 - e. Monitor attendance, including voting eligibility and securing membership letters.
 - f. Be familiar with, respect, and uphold all sections of the bylaws and be a strong advocate for its implementation at all times.

VI. REVISIONS TO THE POLICIES & PROCEDURES

These bylaws should be revised to reflect new or changed policies and procedures. Prior to Co-Chair elections, the Co-Chairs or designated ad hoc subcommittee will review bylaws and make recommendations for modifications. The changed language will be submitted to the membership for review and approval.

Approved:  8/26/11
Co-Chairs signature and Date

Heather Bowlan,
Planned Parenthood Los Angeles

 8/26/11
Co-Chairs signature and Date

Heather Northover,
Division of HIV and STD Programs

