



Prevention Consumer Advisory Board (P-CAB) Bylaws

Article I

The name of the Board shall be the Prevention Consumer Advisory Board (P-CAB), and shall be known only by this name.

Article II

The purpose of the P-CAB shall be to implement outreach for the awareness of the various prevention, risk reduction, empowerment and resource services that are available to gay, bisexual and other men who have sex with men (MSM) through the MISTER program. The P-CAB shall recommend operational practices, advise on increasing agency staff accessibility to potential program participants, disseminate information about various MISTER projects, participate in events for the community, assist with fundraising efforts for the MISTER program, and review program curricula and offer feedback on cultural appropriateness for the gay, bisexual and other men who have sex with men populations.

The specific objectives of the P-CAB are to:

- A. Advocate for all participants in the MISTER program, regardless of the project or intervention, by addressing such issues as participant safety, participant rights and responsibilities, ethical practices, participant informed consent, confidentiality, and cultural appropriateness for the target population(s).
- B. Educate the gay and bisexual communities at large on the availability of multiple projects and services available to all the various target populations of metro Atlanta including, *but not limited to*, sex workers, models and escorts, adult film entertainers, bathhouse patrons, public sex consumers, group sex party participants, consumers of online anonymous hook-up websites, participants in bareback (without a condom) anal intercourse, substance users, and subcultures such as fetish communities, leather, BD/SM, bear, house/ball scene, female impersonators, and transgendered persons.
- C. Communicate to the MISTER Center via the Prevention Director the concerns and needs of the members of the varied target populations served by the program.
- D. Facilitate discussion between the MISTER Center and the community, consumers, participants, clients, and stakeholders.
- E. Advise MISTER staff on best practices for community education, recruitment, and retention strategies for best reaching the target population(s), and how best to communicate and market to the various target population served by the program.
- F. Provide feedback to the MISTER Center via the Prevention Director on programs and services being offered in the program, as well as educating the staff on any gaps in services or unmet needs of the populations being served by this program.

Article III

- A. The P-CAB shall consist of nine (9) voting members representing a diverse and balanced Board in terms of race and ethnicity that reflects the targeted populations of the program. While the P-CAB does not require an exact balance, at a minimum there should be 2 Black/African American, 2 White/Caucasian, 1 Hispanic/Latino & 1 Asian/Mixed Race/Other Race represented on the Board. The Board should also be diverse with regard to age (minimum age for Board membership is 18) and HIV status, with at least one member 18 to 29, one member 30 to 40, one member 40 to 50 and one member 50+, and at least one HIV-positive member and one HIV-negative member.
- B. All P-CAB members shall also be required to be a member of at least one of the target populations served by the MISTER program as described above in Article II.B.
- C. All P-CAB members shall have an interest in the health and safety of their peers, and in reducing the transmission of HIV and STDs in the gay, bisexual and other MSM communities of metro Atlanta.
- D. A member may be inactivated after missing two consecutive meetings, or may be inactivated after missing three meetings during a 12-month period—the Chair and Prevention Director will determine when a member must be inactivated based on lack of appropriate attendance.
- E. Vacancies shall be filled as they occur. For persons joining the P-CAB between July and November, the term will end the following June 30; for persons joining the P-CAB between January and June, the term will end June 30 of the next year (in other words, persons joining within six months of June 30 will be members for one year plus up to six additional months.)
- F. Members shall serve a term running from July 1 through June 30, and may be elected for up to four consecutive terms to serve as a voting member on the Board, unless there is a valid reason to not allow such action as determined by the Board, the Chair or the Prevention Director.
- G. Members are elected by the majority vote of the P-CAB; when membership falls below six members, the P-CAB will be appointed by the Prevention Director and any additional existing Board members).

Article IV

- A. Term for Officers
 - a. The Chair and Vice Chair shall each serve minimum two-year terms, unless there is a valid reason to not allow such action, and all other officers and voting members shall serve one-year terms, unless there is a valid reason to not allow such action, with options to renew annual terms for up to four consecutive years.
 - b. Officers shall be elected by majority vote of the Board or, in cases where the Board consists of five members or less, will be appointed by the Prevention Director and existing Board members.
 - c. Vacancies should be filled as quickly as feasible by the Board.

B. Officers and Duties

- a. Chair: Shall preside over the meetings, appoint special committees, and call special meetings as necessary to conduct business; serve as liaison between the P-CAB and the Prevention Director and other Prevention Department staff; serve as a representative on the Executive Board of Directors and attend monthly meetings.
- b. Vice Chair: Shall preside over meetings in the absence of the Chair, and shall assume Chair duties when Chair is unavailable to do so. Being Vice Chair does not automatically constitute elevation to Chair when the Chair completes term or vacates position; Vice Chair must be nominated and voted into the office of Chair by the Board, or directly appointed by the Prevention Director when not enough Board members are present.
- c. Secretary: Shall keep minutes of each meeting, and disseminate the minutes to all voting members of the P-CAB and to the Prevention Director within a timely manner, but before the next scheduled meeting, and handle all correspondence as needed.
- d. Assistant Secretary: Shall act in the absence of the Secretary with similar duties.
- e. Parliamentarian: Shall keep the meetings running based on Robert's Rules of Order; when not Parliamentarian is present, the Prevention Director or his/her proxy may serve as Parliamentarian.

Article V

- A. Regular P-CAB meetings shall be held once a month for 90 minutes, the exact day and time to be determined by the P-CAB voting members after the initial P-CAB is convened.
- B. Regular meetings shall be open meetings, but only the elected nine (9) members can vote.
- C. Special and closed meetings may be called as necessary to conduct business by the Chair, Vice Chair or Prevention Director.
- D. All meetings shall be conducted in accordance with procedures modeled after Robert's Rules of Order and monitored by the Parliamentarian; in the absence of a Parliamentarian, the Prevention Director will serve as Parliamentarian.
- E. All members shall conduct themselves with respect for themselves and others.
- F. All members shall be required to sign a confidentiality agreement to ensure the protection of any and all participant, client and staff personal and private data/information.

Article VI

These articles can only be amended by a majority vote of the P-CAB voting members and must be approved by the Prevention Director prior to any amendment to these P-CAB Bylaws or, in the case of having less than five voting members of the P-CAB amended by the Prevention Director to ensure the needs and requirements of the department and of the funders are being met.