

Hepatitis C Task Force For Los Angeles County

BYLAWS

Article I. NAME/VISION

Section 1. The Hepatitis C Task Force for Los Angeles County (HCTF) is a group of private and public agencies, advocates, and concerned individuals working in partnership and collaboration to prevent the spread of hepatitis C and to improve the quality of life of persons affected by Hepatitis C. The HCTF advocates for individuals regardless of their race, color, religious beliefs, sexual orientation, age, national origin, familial status, gender or disability.

Article II. MISSION/GOALS

Section 1. The mission of the HCTF is to shape policy and advocate for the needs of people at risk for and living with hepatitis C infection. The goals of the HCTF are (1) to develop and enhance systems of hepatitis C prevention, surveillance, testing, education, treatment, care and support; 2) to advocate for hepatitis C policies and funding; and (3) to increase public awareness of hepatitis C.

Article III. MEMBERSHIP & VOTING

Section 1. Membership in the HCTF is open to any individual or representative of a nonprofit, private or public organization.

Section 2. Whenever possible, the HCTF seeks to move decisions by consensus. Members will be notified by fax or by e-mail 7 days prior to any action or decision requiring a vote. If more than one person is present from an agency, the agency will have 1 vote. People living with Hepatitis C will each have a vote, regardless of affiliation. Individuals or organizations attending at least three meetings in the six months up to and including the voting session will be eligible to vote. Task Force members who are eligible to vote, per the rules above, but unable to cast their ballot in person, may vote by e-mail communication to the HCTF e-mail address up to the designated voting deadline.

Section 3. The presence of a majority of the members or their alternates (50% +1) shall be necessary to constitute a quorum for the purpose of engaging in any formal decision-making.

Article IV. OFFICERS & ELECTIONS

Section 1. Officers of the HCTF shall consist of two Co-Chair persons and a Secretary. Elections for these seats will be held annually and there is no term limit. The Co-Chairs are responsible for: facilitation of general meetings, drafting the agenda for the general membership meeting and the overall coordination of HCTF business. In the absence of both Co-Chairs at the general membership meeting, other members of the HCTF will facilitate the meeting. The Secretary is responsible for recording and providing minutes of each meeting.

Section 2. For Officer elections, member agencies will be entitled to a maximum of 1 vote and individuals (not representing an agency) will be entitled to 1 vote. In the event of an early vacancy of an Officer, the general membership will appoint a temporary replacement until a new Officer can be nominated and elected.

Section 3. Minutes of general membership meetings will be prepared by the Secretary and will be distributed to members prior to the next meeting.

Article V. COMMITTEES

Section 1. The HCTF membership may establish committees, as needed, each consisting of two or more members, and delegate by that action various responsibilities. Committee members will appoint a committee chair. Committee chairs will be responsible for reporting committee activities to the general membership, notifying committee members of meeting times and dates, and keeping a record of activities (minutes or notes).

Section 2. The three HCTF standing committees are: Prevention and Education (that now includes Public Awareness) Care and Support; Policy and Advocacy (that now includes Prevention, Surveillance and Treatment).

Article VI. MEETINGS

Section 1. The HCTF general membership will meet monthly or less frequently on such dates and at such times as may be fixed by membership. All meetings will be announced by email, fax or by mail prior to the meeting date. Meetings of other task force committees will be announced to the general membership, when applicable, by email, fax or by mail prior to meeting dates.

Article VII. AMENDMENTS

Section 1. The HCTF shall have the power to recommend alterations, amendments, or the repeal of these Bylaws at any meeting at which a quorum is present (50% +1), providing that written notice of the proposed changes is given at least seven (7) days prior to such meeting. Whenever an amendment is adopted it shall be noted in the minutes and bylaws will be updated.

Approved: 01/15/03
Amended: 08/17/05