



DENVER METRO
HIV RESOURCES
PLANNING COUNCIL

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 detailed below in Article II. The DHRPC makes decisions about the Denver Transitional Grant Area (TGA) and works in collaboration with Denver HIV Resources (DHR). The TGA includes the following counties, Adams, Arapahoe, Broomfield, Denver, Douglas, and Jefferson.

Article II – DUTIES

2.1- DHRPC Operation

- A. Establish and maintain operations
- B. Establish and maintain a grievance procedure
- C. Recruit, select and train members
- D. Recruit, select Planning Council Officers
- E. Participate in collaborative planning with DHR

2.2- Legislatively Mandated Duties

- A. Develop and use a comprehensive plan
- B. Conduct a needs assessment
- C. Collaborate with DHR 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

All committees will support the development and implementation of COHAS with Ryan White Part B; foster collaboration with other organizations focused on HIV prevention, care, and treatment.

2.3- Other Responsibilities:

- A. Monitor quality management data
- B. Identify, implement and monitor annual DHRPC operating costs and budget needs, in conjunction with DHR for each fiscal year
- C. Write a Letter of Assurance
 - For more details, please refer to the DHRPC [MOU document](#).

Article III- MEMBERSHIP

New Denver HIV Resources Planning Council membership candidates will be interviewed by members of the Rules and Membership Development Committee (RMDC). The Chief Elected Officer (Mayor) of the City and County of Denver will officially appoint candidates to the DHRPC.

3.1- Application and Appointment:

- A. The DHRPC will conduct an open process, including diverse, equitable, and inclusive recruitment.
- B. To apply, applicants shall submit an application and required support documentation to the City & County boards and commissions. Applications are accepted throughout the year. DHRPC staff may assist potential members, if needed, with their application.
- C. The RMDC will conduct unbiased review of all applications, using a standardized system to rank and select from among all applicants.
- D. Applications will be accepted throughout the year. Interviews of prospective members for people living with HIV will happen as needed throughout the year. Interviews for all other members will be held at least once a year.
 - If vacancies occur and no current member meets the designated category requirements additional interviews can be held.
 - When a membership vacancy would result in non-compliance to HRSA, and no other candidate may fill this vacancy, the Mayor can appoint an individual for additional terms if the individual is otherwise eligible and re-applies.
- E. DHRPC staff will maintain a list of federally mandated positions, the persons filing those positions, and any demographic information necessary to fulfill HRSA reporting requirements. They will also maintain an up-to-date membership contact roster, including committee and workgroup assignments, participation summaries, and other information deemed necessary by the DHRPC.
- F. DHRPC staff will schedule interviews with applicants and the RMDC Interview Panel. Interviews will utilize a uniform interview tool to ensure objective review and ranking of each candidate. Members of the DHRPC will be selected based on their background, expertise, community knowledge and involvement.

- G. Interview content, including related discussions will be kept confidential. All interview panel members must sign a [confidentiality statement](#).
- H. Applicants interviewed and recommended by the interview panel will be forwarded to the DHRPC for approval as a collective slate. The DHRPC will either endorse or oppose the entire slate of recommendations.
- I. After the interview and approval, a letter will be sent to the Director of Boards and Commissions who will arrange for appointments by the Mayor.
- J. Applicants shall be informed by DHRPC staff if they have or have not been appointed to the DHRPC.

3.2- Composition:

There are specific categories that must be represented on planning councils according to [Title XXVI-HIV Health Care Services Program of the Public Health Service Act](#). Those categories are as follows:

- A. Health care providers, including federally qualified health centers.
- B. Community-based organizations serving affected populations and HIV service organizations.
- C. Social service providers, including providers of housing and services affecting people experiencing unstable housing and economic inequities.
- D. Mental health and substance use 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), members of a Federally recognized Indian tribe, individuals co-diagnosed with hepatitis B or C, and historically underserved and marginalized groups).
- H. Non-elected community leaders.
- I. State government (including Medicaid agency and agency administering the Part B program).
- J. Grantees under Ryan White Part C (Early Intervention Services).
- K. Grantees under Ryan White Part D.
- L. Grantees of other Federal HIV programs, including but not limited to providers of HIV prevention services.
- M. Representatives of/or formerly incarcerated PLHIV.

3.3- Representation and Reflectiveness:

- A. DHRPC members should reside in the state of Colorado, preferably in the Denver TGA. However, anyone from the public is welcome to attend the DHRPC meetings as a community member.

- B. Any DHRPC voting and elected member approved based on their current work position at an organization can still be approved to serve based on their strengths, lived experiences, and commitment to serve PLHIV.
- C. No less than thirty-three percent (33%) of the Council shall be individuals who are receiving HIV-related services from Ryan White funded providers. These individuals should not be officers, employees, or consultants to any entity that receives funding from Ryan White Part A. An individual can be considered receiving such services if the individual is a parent or caregiver of a minor child who is receiving such services.
- D. The overall and client membership shall reflect the demographics of the population of individuals living with HIV in the Denver TGA in terms of race, ethnicity, sex, gender expression, gender identity, sexual orientation, ability, age, etc., whenever possible. Particular attention should be paid to include people from disproportionately affected and historically underserved and marginalized groups or populations.
- C. At least two members of the DHRPC must be willing to publicly disclose that they are living with HIV per Part A representation requirements.

3.4- Terms:

The Mayor may appoint members to staggered terms, typically lasting three years. Membership years will typically begin March 1st and end the last day of February. The addition of members living with HIV is always a priority, they may be appointed any time throughout the year. Their terms will be extended by whatever amount of time is remaining in the membership year they are appointed.

- A. All appointments can be made for no more than two consecutive three-year terms (with the exception of additional time added to a first membership year, if a member is appointed after March). Members completing two consecutive three-year terms must have a one-year break from service before reapplication to the DHRPC can be made.
- B. Appointments may be adjusted by DHRPC members when additional service is required to fill a federally mandated slot and no eligible candidate for the slot has applied.
- C. Reapplying DHRPC members are required to interview with the RMDC after they have sat out for a minimum of one full year. While DHRPC members can apply for a second three-year term, a second term is not guaranteed and will be processed in the same manner as first-time applicants to the council.

3.5- Member Duties & Responsibilities:

Duties and responsibilities of DHRPC members are as follows:

- A. New members will be given an onboarding checklist and participate in an onboarding process with DHRPC members and staff, as needed. New members will ideally be paired with a mentor to assist in understanding and navigating Council processes and procedures, as needed. This mentorship process will be facilitated by the Rules & Membership Development Committee.

- B. Attend and actively participate in DHRPC and Committee meetings virtually and/or in-person. Active participation is considered regular attendance of DHRPC monthly meetings and participation in a committee virtually and/or in-person. Regular active participation will maintain a member's eligibility to vote. Regular and active participation will be monitored by the RMDC with support from DHRPC staff.
- C. Attendance and participation virtually and/or in-person in at least one committee is mandatory. A member may attend as many committees' meetings as desired but must select one as their primary committee for attendance. See Article III, 3.6 for more details.
- D. Come to DHRPC meetings virtually and/or in-person and be prepared and engaged. It is essential that meeting materials be reviewed prior to meeting attendance, whenever possible, with appropriate accommodations for people with disabilities.
- E. All members are expected to behave with humility, treat each other with dignity and follow the Council's rules of order. There will be no tolerance for 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.
- F. If a member is not acting with humility or treating others with dignity, they may be asked by meeting chairs to leave the meeting with support from DHRPC staff as necessary.
- G. All members are encouraged to have constructive dialogue about any topic which may involve disagreement; disrespect will not be tolerated.
- H. All members are expected to attend the Priority Setting and Resource Allocation meetings, virtually or in person. Once completed, attendance will count as a general council meeting.

3.6- Attendance:

- A. Attendance at DHRPC meetings virtually and/or in-person is mandatory. A member's voting rights will be suspended for the remainder of their voting term, if the member misses three consecutive or 5 total DHRPC meetings (any combination of general and designated committee) in a membership year. Members will be notified after missing two council meetings of pending action against their voting rights following a third absence.
 - Existing members shall designate a committee prior to the first DHRPC meeting of the membership year (March).
 - New members may attend multiple committees from March to May in order to find a committee that aligns 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. New members must designate their committee within 3 months of the start of their membership term.
 - If unforeseen circumstances arise, DHRPC members may work with DHRPC staff to identify a new designated committee
 - It is strongly suggested if a Planning Council member misses a monthly meeting, they may attend the Executive Committee (EC). This does not excuse the absence.
- B. DHRPC Committee Co-Chairs and Planning Council Officers are expected to attend the monthly Executive Committee meeting.

- Committee Co-Chairs and Officers can work together to identify who will be present at the Executive Committee meeting and if an issue arises, will work with DHRPC staff to address it.
- Attendance at the Executive Committee meeting will not affect voting rights unless it is their designated committee.

3.7-Voting Rights and Quorum:

Voting rights will be monitored and addressed by the RMDC and DHRPC staff. You will be asked to abstain from voting if you have a conflict of interest (see Article VIII).

- A. New Member Orientation must be completed within three months of joining the DHRPC. Once completed, new members will obtain voting rights.
- B. A DHRPC member is encouraged to continue participating in the Planning Council processes and discussions even if they have lost their voting rights. At any DHRPC meeting, the presence of a majority of the DHRPC members (meaning one more than half of the current appointed membership with active voting rights) shall be necessary to constitute a quorum for purposes of formal decision-making. Quorum will be verified by DHRPC staff and Chairs prior to any vote made by the DHRPC, and committees.

3.8-Leave of Absence:

A leave of absence (LOA) may be requested by a DHRPC member by notifying DHRPC staff and RMDC Co-Chairs via email, phone call, or an alternative format. A LOA can be requested for up to 4 months. Members on LOA are not counted in quorum.

A DHRPC member may reactivate their membership with the RMDC Co-Chairs and DHRPC staff at any time before their LOA return date via email, phone call, or an alternative format.

The RMDC Co-Chairs will update the Leadership Committee on the status of LOA at Leadership Committee meetings. The RMDC is responsible for the review and revision of the LOA procedure as needed.

If a member is absent beyond the four-month LOA period, the additional absences will impact their attendance, which could affect voting rights upon their return.

3.9-Resignation:

Resignations must be submitted via email, phone call, or an alternative format to RMDC and DHRPC staff. DHRPC staff will forward the resignation to the appropriate City staff.

3.10- Removal

- A. The RMDC and DHRPC staff can recommend a DHRPC member be removed for failing to meet Duties and Responsibilities as described in Article III, Section 3.5, or failing to meet Attendance requirements as described in Article III, Section 3.6. Official removal will require a vote from the entire DHRPC.

- B. DHRPC members may be removed by the Mayor if a member's conduct deems this necessary. There shall be three elected officer positions and one Grantee ex-officio officer (representative of the DHR office). DHRPC members shall elect annually, one senior co-chair, one junior co-chair, and one vice chair. These Officer positions shall be elected for a term of one year.

Article IV – Officers

Nominations will start in January and remain open until one week prior to election. At the February meeting, candidates will have the opportunity to provide additional information to the DHRPC, if they choose.

Elected officer terms begin March 1 of the current year. Officer nominations and the secret ballot process will be overseen by the DHRPC staff. Officers will participate in leadership training and coaching, at the request of the officers or as determined by DHRPC staff, with support of the RMDC.

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 (this would occur if no other standing member of the council is eligible and willing to serve as co-chair).

- At least one of the three DHRPC Officers (Co-chairs and Vice-chair) shall be a person living with HIV.
- Only active DHRPC members in good standing may be elected to an officer position.
- Officers are expected to preside at DHRPC meetings.
- 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 [Officer Position Description document](#).
- Facilitation roles will be determined by the Officers, with support from DHRPC staff.

Article V - MEETINGS

5.1- Regular Meetings:

Regular meetings of the DHRPC and its committees shall be held monthly unless otherwise noted. Additional meetings may be scheduled as necessary. All general committee meetings of the DHRPC shall be open to the public in an accessible location with sufficient parking and public transit options, in compliance with the [Sunshine Law](#). Meetings may be conducted in-person, online, by conference call or any combination thereof as determined by DHRPC leadership and staff. Meetings are often conducted virtually, however any members are welcome to attend in person by contacting

DHRPC staff to make necessary arrangements. Non-approved AI readers and note takers will not be allowed in meetings to ensure security and confidentiality.

5.2- Agendas, Minutes, and Notices:

Written minutes of Planning Council and committee meetings must be taken. Minutes, agendas and notices, shall be public documents available online at www.dhrplanningcouncil.org.

Planning Council Meeting agenda item requests should be submitted to the Executive Committee prior to the next monthly Executive Committee meeting. Other committee meeting agenda items shall be submitted to the group's respective co-chairs.

Notices, agendas, and draft minutes will be posted and available online at least one week prior to the next meeting and finalized minutes will be posted within one week after approval on the DHRPC website.

5.3- Additional Meetings & Voting:

Additional DHRPC meetings and/or Committee meetings may be convened by the Officers or committee co-chairs.

Additional meeting attendance will not count toward attendance monitoring. Votes required during additional meetings will follow the process outlined in Section 5.5 (Voting Rights & Quorum).

For reference, see [Emergency Voting Policy](#).

5.4- Accommodations:

When requested, the DHRPC will work to provide reasonable accommodations for meetings in accordance with the federal Americans with Disabilities Act. Assistance with parking for both Council members and members of the public is also available upon request. The DHRPC website shall also meet [Web Content Accessibility Guidelines](#) (WCAG).

5.5- Voting:

While the DHRPC will strive for consensus, every official act taken by the Council and its committees shall be adopted by a majority vote. A majority vote shall consist of more than half of all members of the DHRPC who are present, eligible, and voting. One vote per person is allowed. Proxy voting will not be allowed at any DHRPC meetings. The ex-officio Grantee Co-Chair does not have voting rights.

5.6- Public comment:

Public comment time will be observed at DHRPC meetings. It shall be at the Council Officers discretion as to the length of public comment. Officers and DHRPC members will determine if an issue needs to be assigned or reassigned to a committee or workgroup for further discussion or action. Members may call upon guests to comment during regular discussion if content expertise is needed outside of the Planning Council body. Guests are expected to follow the Council's Rules of Order. If a guest is unnecessarily disrupting the business of the council, they may be asked by Officers to leave the meeting with support from DHRPC staff as necessary. However, this shall not be

used to unnecessarily limit public input or prevent the open expression of differing opinions on matters before the Council.

Article VI – DHRPC Committees

Much of the work of the DHRPC is completed in committees and workgroups. To meet the operational needs of the Council, standing committees may be created, modified, or dissolved at any time by a majority vote of the DHRPC.

Revisions to the bylaws would be required for any changes to any committees that are specified in the bylaws, including the work that is assigned to those committees.

New workgroups may be created to address specific issues in a short-term and focused manner. Once these purposes are accomplished, the workgroup will disband, unless there are related issues needing attention.

6.1- Committee & Workgroup Formation & Operation:

Committees and workgroups may be established in the following ways:

- By discussion and recommendation directly at a DHRPC meeting;
- Through recommendations made by any standing committee; or
- Via recommendation made by DHRPC Officers.

Note: All three mechanisms require a majority approval vote to create a new committee or workgroup.

Members within each committee will establish schedules for regular meeting times in conjunction with DHRPC staff. At least half of the DHRPC committees will meet outside of normal business hours (M-F 8:00am-5:00pm).

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 & Workgroup Participation Agreement in order to receive potential voting rights in the Committee they are participating in. All members will need to abide by the DHRPC rules of conduct above.

Each committee will follow DHRPC norms for membership requirements, identifying and managing conflict of interest and voting procedures.

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.dhrplanningcouncil.org.

6.2- Committee & Workgroup Membership:

Community members who complete the Participation Agreement will be considered part of the committee quorum and will be required to follow attendance policies and voting procedures outlined above.

6.3- Committee & Workgroup Co-Chairs:

Committee and workgroup membership shall elect their respective co-chairs. 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 upon annually.

- A. Members may serve as Co-chair of no more than two standing committees and/or workgroups (including DHRPC Officer positions) simultaneously.
- B. 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.
- C. DHR (grantee) participation on committees shall be ex-officio without voting rights.

6.4- Standing DHRPC Committees:

Community Engagement Committee (CEC):

- Host ongoing Service Needs Assessment listening sessions, focus groups, and community based participatory research modeling with PLHIV
 - Qualitative and quantitative data assessment
 - Include PLHIV listening sessions that will inform the Priority Setting process.
 - Plan, review, and implement peer-to-peer surveys
 - Establish collaboration with local and state groups that support PLHIV
- * This committee's membership should be primarily people living with HIV.

Executive Committee (EC):

- Obtain updates from Committee Co-Chairs. If Committee Co-Chairs are unable to attend the Executive Meeting, they must produce a summary of updates to be shared at the EC, especially if something needs to be added to the PC meeting agenda
- Review minutes from the previous Planning Council meeting to identify emerging issues and action steps
- Review materials and create agenda for general monthly PC meetings
- Create draft DHRPC budget, to be voted on annually
- Monitor DHRPC budget and determine updates for DHRPC Meetings
- Coordinate with all other committees and DHRPC members to identify the data needed for PSRA trainings and meetings in collaboration with DHR
- Identify content and process for PSRA (slide, voting method, facilitation, etc.)

- Coordinate to provide those trainings throughout the year at DHRPC or special meetings (council meetings, data trainings, committee meetings, etc.)
- Identify data needed for PSRA training(s) in collaboration with DHR and other committees

Rules and Membership Development Committee (RMDC):

- Review and revise Bylaws on an annual basis and present changes at a DHRPC meeting
- Review Directives- process and submission (actual detailed discussion and vote happens at PC meeting)
- Identify and address leadership & membership trainings to support DHRPC
- Support DHRPC with New Member Orientation
- Monitor participation summary of DHRPC members on a consistent basis
- Facilitate New Member Interviews & Recruitment
- Coordinate DHRPC membership support program
- Identify training needs of DHRPC members and coordinate those trainings in conjunction with the Executive Committee and DHRPC Staff in preparation for Priority Setting & Resource Allocation meetings
- Identify content and process for PSRA meetings (e.g. slide, voting method, facilitation, etc.) and collect areas for potential discussion by coordinating with other committees
- Coordinate to provide those trainings throughout the year at DHRPC or special meetings (council meetings, data trainings, committee meetings, etc.)

Service Standards Committee (SSC):

- Review of service standards for optimized service delivery (reviewing national standards, identifying service needs/concerns/gaps, ensure ease of use, assess for DEI & client centeredness)
- Ensure broad based community process, which includes meaningful participation from PLHIV and directly impacted communities
- Coordinate with DHR to identify service standards which require changes and a vote
- Coordinate annual endorsement vote of full DHRPC on process and updates to service standards
- Will coordinate with the EC, RMDC and DHRPC staff to identify data, discussion areas and process for PSRA trainings and meetings
- Identify data and focus areas as needed for PSRA training(s) in collaboration with DHR and other committees

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](#).

Article VIII - CONFLICT OF INTEREST (COI)

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 when establishing priorities.

COI will apply at every meeting and be considered during every official vote of the Planning Council, its committees, and workgroups. It is required that members identify their conflict(s) prior to discussion and abstain from an official vote on a singular issue (not a slate) if they have any conflict of interest.

Receiving an HIV-related service from a Part A-funded provider shall not be considered a conflict of interest for the purposes of this Article.

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](#).

DHRPC members will complete a conflict of interest form at least annually. If a member's conflict of interest changes, the member will have 30 days to update their COI form with DHRPC staff.

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

Article IX - AMENDMENTS

The Rules and Membership Development Committee shall be responsible for the annual review of the DHRPC bylaws. They have the authority to recommend any necessary alterations or amendments of these bylaws. Proposed changes to the bylaws must be presented in writing at a general council meeting. Suggested changes to the bylaws can be raised in any committee (including the full DHRPC) and will be assessed by the RMDC before any modifications are brought to the full DHRPC membership for a vote (as described above). Proposed bylaw changes will be sent to all DHRPC members at least one week prior to the next scheduled DHRPC meeting and will require an official vote prior to adoption.

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 and approved by vote of the Denver Metro HIV Resources Planning Council on March 5, 2026.

DHRPC Co-Chair Kari Perry

DHRPC Co-Chair Michael Glantz