



Inter-CFAR Collaboration on HIV Research in Women

Committee Bylaws

- 1) Bylaws will be reviewed and updated every 2 years, in the winter (January to March).
- 2) Two committees under the direction of 2 co-chairs will provide the administrative leadership of the working group (WG), the smaller Steering Committee which is a subset of the larger Executive Committee (Described in detail below)
- 3) The committees will work together to develop a work plan in the spring, defining the next year's activities and goals.
- 4) **Steering Committee:**
 - a) Purpose: The Steering Committee is a smaller sub-group responsible for planning and implementing the WG activities, including the bi-annual symposium, webinars, and other events, as well as updating the website and overseeing communications to WG members as well as the larger CFAR network. The Committee meets 3 times per year in February, May, and November, and more frequently when planning a symposium.
 - b) Membership
 - i) Term limits:
 - (1) Suggested terms are 3 years, with the option to renew.
 - ii) Recruitment and Selection Criteria
 - (1) The Steering Committee is intended to be representative and consider representation across scientific domains, academic rank, CFAR home sites, and geography, and inclusive of people from underrepresented groups in research.
 - (2) Generally, members will be recruited from the Executive Committee with applications reviewed by a subset of Steering Committee Members
 - (3) Ad hoc members can be appointed as needed by the Co-Chairs with verbal approval from a majority of Steering Committee Members.
 - (4) To meet the requirement of a Steering Committee member from the CFAR hosting the next WG symposium, the Co-Chairs may reach out to the hosting CFAR for a nomination
 - iii) Faculty – approximately 9-10 positions
 - (1) 2 positions will be held by the Working Group Co-Chairs
 - (2) At least one faculty member should be from the CFAR hosting the next WG symposium
 - (3) One member should be from the CFAR that hosted the previous WG symposium
 - (4) Other members should represent a broad variety of scientific disciplines related to HIV research in women, as well as a diversity of CFAR sites and academic ranks.
 - (5) Ad hoc members can be appointed as needed on a temporary basis to meet specific representation needs identified by the committee members for WG activities
 - iv) Staff – 2-3 positions to provide administrative and coordinating support
 - (1) At least 1 position should be a CFAR staff member from the WG Chair's home CFAR
 - (2) It is optional, but encouraged to have a second position from the WG Co-Chair's home CFAR
 - (3) One staff position should be from the CFAR hosting the next WG symposium
 - v) Committee member participation

- (1) Members are expected to attend committee meetings regularly and participate actively.
- vi) Resignation of membership:
 - (1) Members will transition on and off the committee when their term has concluded, typically in the summer. If committee members are nearing the end of their terms, they should make known to the rest of the committee members their intent to renew.
- vii) Leave of absence:
 - (1) Members may take a leave of absence for up to 12 months
 - (2) Members on leave remain on the committee roster as “on leave” and retain the time remaining in their term
 - (3) Interim members may be recruited to take the place of on leave members, to retain the balance within the committee. At the conclusion of the committee member’s leave, the interim member will be given the choice of remaining on the committee or rotating off. If interim members choose to remain on the committee, their time as an interim member will count towards their term limit.
- 5) **Executive Committee:**
 - a) Purpose: helps to set the priorities and activities of the WG and will meet three times each year in April, October, and January on the second Wednesday at noon Eastern/9a Pacific. This committee is intended to be representative of all the CFARs.
 - b) Membership
 - i) Term limits:
 - (1) Term limits are set at the discretion of the home CFAR, but the home CFAR will be informed of the participation level of the member (if they have not attended or participated in WG activities).
 - ii) Recruitment
 - (1) The Executive Committee is intended to be representative across scientific domains, academic rank, CFAR home sites, and geography, and inclusive of people from underrepresented groups in research.
 - (2) Each CFAR nominates at least one person to serve on the Executive Committee to represent their CFAR.
 - (3) Ad hoc members may request to join the committee, and will be considered based on availability of slots.
 - iii) Faculty – ~20-25 positions (Dependent on number of current CFARs and D-CFARs)
 - (1) Steering Committee members are allowed to represent their CFARs as Executive Committee Members.
 - (2) Executive Committee members may also transition to the Steering Committee or as an ad hoc member to improve the representativeness of the Steering Committee across priority domains listed above
 - iv) Staff – 2-3 positions to provide administrative and coordinating support
 - (1) Same as Steering Committee above
 - v) Committee member participation
 - (1) Members are expected to attend 2/3 committee meetings each year and provide advice on the activities of the WG.
 - (2) If members cannot attend, they should be given the opportunity to provide written feedback which will count as meeting attendance.

vi) Resignation of membership:

- (1) Any member who can no longer participate in the Executive committee should notify the Co-chairs who can follow up with the home CFAR for a replacement if necessary.

vii) Leave of absence:

- (1) Members may take a leave of absence for up to 12 months
- (2) Members on leave remain on the committee roster as “on leave” and retain the time remaining in their term
- (3) Interim members may be recruited to take the place of on leave members, to retain the balance within the committee. At the conclusion of the committee member’s leave, the interim member will be given the choice of remaining on the committee or rotating off. If interim members choose to remain on the committee, their time as an interim member will count towards their term limit.

c) Co-chairs:

i) Term Limit:

- (1) Term limits are 3 years, with the option to renew for a 4th year.

ii) Recruitment

- (1) Co-Chairs recruitment should be rotated. An open call for new co-chairs will be sent from the Steering Committee on a triennial (every three years) basis (or every four years should the current co-chairs wish to renew for a fourth year). If co-chairs leave early, a call may be sent out as needed.
- (2) A call will be sent to the entire to the Working Group, with members of the Executive Committee encouraged to apply. The call will include a job description, to make applicants aware of the duties associated with this role.
- (3) As part of the call for co-chairs, prospective co-chairs will be asked to submit an application that explains why they are interested in serving on the committee, as well as a CV or biosketch containing the applicant’s diversity statement. Applications must also include a letter of support or plan for committing to providing administrative support for the WG meetings. If administrative support is not possible from the home CFAR, alternative plans should be discussed with the current Co-Chairs prior to submitting the application.
- (4) A rubric will be created to illustrate the requirements (high commitment) and as a guide to evaluate applications. The rubric will align with the requirements described in the job description.
- (5) Executive Committee members will vote on applications using the ranked-choice voting (RCV) system. They will rank candidates in accordance with their evaluation of their applications, which is based on the rubric/job description. Candidates who get the most votes and highest ranks will be elected as the committee's new chairs.

iii) Co-Chair participation

- (1) Co-chairs are responsible for setting the agendas for the Steering and Executive Committee Meetings, as well as attending the meetings.
- (2) If co-chairs cannot attend, they must communicate this ahead of time and ensure that the other co-chair is able to lead the meeting.

iv) Resignation of membership:

- (1) Co-Chairs will transition on and off the committee when their term has concluded, typically in the summer. If co-chairs are nearing the end of their terms, they should make known to the rest of the committee members their intent to renew.
- v) Leave of absence:
- (1) Co-chairs may take a leave of absence for up to 6 months
 - (2) Co-chairs on leave remain on the committee roster as “on leave” and retain the time remaining in their term
 - (3) Interim co-chairs may be recruited to take the place of on leave members, to retain the balance within the committee. At the conclusion of the committee member’s leave, the interim member will rotate off to the Steering Committee. If interim co-chairs are selected as a permanent co-chair in the future, their time as an interim co-chair will not count towards their term limit.