

Article 5. Co-Chairs

(from CPG Governance Document, pages 7-8)

- The duties of the Co-Chairs of the CPG shall be the shared responsibilities of the Community Co-Chairs and OA-designated Co-Chairs.

5.1 Assignment of the Co-Chairs

- The CPG shall have four Co-Chairs. Two Co-chairs shall be staff from the Office of AIDS, appointed by the OA Division Chief. The other two Community Co-Chairs shall be nominated and elected by the CPG members. Hereinafter, the four Co-Chairs shall be referred to as “Co-Chairs”.
- The Co-Chairs representing the Office of AIDS shall be appointed by the Division Chief, Office of AIDS.
- The Community Co-Chairs shall have a term of one year with an option to run for two additional terms (up to three years total).
- Election of the CPG Community Co-Chairs shall take place at the last CPG meeting of the calendar year. The Community Co-Chairs shall be elected by 50%, plus one vote, of the established quorum. In the event that this is not achieved in the first round of voting, an immediate run-off vote shall be held between the two candidates receiving the most votes.
- When a Community Co-Chair vacancy occurs due to attrition or illness, an election for a new Community Co-Chair shall take place at the next scheduled CPG meeting. The term of service for the member elected as Community Co-Chair shall be for the remainder of the original term.
- A Co-Chair may resign by filing a written letter of resignation which shall take effect at the time specified in the letter.
- Membership may remove any elected Co-Chair for good cause provided that reasonable notice and opportunity for a hearing by all CPG members are first provided. All removals of Co-Chair must pass with a majority (50% plus one vote) of the established quorum of the CPG present at the meeting.

5.2 Co-Chair Responsibilities

The responsibilities of the Co-Chairs include:

- preparing, managing, organizing and facilitating the remote and face-to-face meetings of the CPG;
- collaborating with the Membership Committee and providing leadership and direction on membership recruitment, retention, and orientation activities;
- communicating with CPG members on issues and activities that require input or action from the full membership; note however that communication with CPG by any CPG member or OA staff does not require vetting through the co-chairs;
- developing and conducting the annual new member orientation and recommendation of educational presentations for the membership;
- representing the CPG at additional meetings (e.g., CDC, HRSA) and reporting back to the CPG;
- reviewing and signing the Letters of Concurrence, as required; and
- performing other activities that are necessary to provide leadership and guidance to the CPG.

5.3 Co-Chairs Voting Privileges

- The Co-Chairs shall be full voting members of the CPG and their attendance at meetings shall count towards the 2/3 quorum required for the conduct of business.

