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AIDS United Public Policy Committee OPERATING PRINCIPLES

I. Role and Authority of the Public Policy Committee

The Public Policy Committee (PPC) is established and operates as a standing committee of the AIDS United Board of Trustees as stated in Article III, Section 6 of the AIDS United Code of Regulations, as amended and adopted Sep. 23, 2013:

There shall be a Public Policy Committee that shall recommend to the Board of Trustees public policy, legislative, and rule-making initiatives directly aligned with the Corporation's mission.

The Public Policy Committee shall be made up of a membership comprised of representatives from dues-paying organizations, with each dues-paying organization receiving one-vote. New organizations seeking to join the Public Policy Committee may be denied membership if 50% or more of current membership objects to their inclusion. Current membership will be provided four business days notice for each new applicant as opportunity to object.

At least one representative from each of three different dues paying organizations shall serve on the Board of Trustees as recruited and nominated by the Board's Development Committee and voted in by the full-board.

Participating Organization shall have the right (which may be revoked at any time by the Board) to have one (1) individual to serve as a voting member of the Public Policy Committee. Each such individual shall serve at the pleasure of the Participating Organization by whom such member of the Public Policy Committee was appointed.

The Public Policy Committee shall have two (2) co-chairs appointed for two (2)-year terms, one (1) of whom must always be a member of the Board of Trustees and shall be appointed by the Chair of the Board of Trustees. The other chair shall be elected by the membership of the Public Policy Committee.

Public policy recommendations of the Public Policy Committee consistent with the mission and the budget of the Corporation must be approved by a majority of the Public Policy Committee members, and, if so approved, shall be presented to the Board of Trustees for approval and implementation. Recommendations of the Public Policy Committee approved

in the foregoing manner shall be approved and implemented by the Board of Trustees unless rejected by a super-majority of the Board of Trustees. For this purpose, a “super-majority” of the Board of Trustees is defined as at least seventy-five percent (75%) of the members of the Board of Trustees in office.

II. AIDS United’s Mission and Public Policy Committee Values

AIDS United’s mission is to end the AIDS epidemic in the United States. In working to fulfill AU’s mission, the PPC incorporates the view that through scientific advances, the experiences of people living with HIV and those who serve them, the availability of evidence-based programs for the prevention of HIV infection and for HIV care and treatment, the adoption and implementation of the National HIV/AIDS Strategy, and the passage of the Affordable Care Act, a path has emerged that provides the unparalleled opportunity to end HIV/AIDS in the United States. The PPC’s vision is to articulate and promote sound public policy and to advocate the end of the HIV/AIDS epidemic in the United States and to support the U.S. role in helping to end the HIV/AIDS epidemic globally. The PPC’s public policy and advocacy initiatives are grounded in the understanding that HIV is a disease of disparities linked to race, sexual orientation, gender identity, and economic status and that a sound response to HIV must be inclusive and reflective of populations and geographies disproportionately impacted. Every effort must be made to ensure policy discussions, scientific advancements, and our country’s infrastructure to respond to the epidemic are informed by and are truly reflective of populations most impacted. The PPC shall strive to ensure a diverse membership reflective of the epidemic; to operate with core values that reflect a fundamental respect for the human rights of all individuals; and to strive for social, political, and economic justice to end HIV-related disparities and health inequities.

III. Public Policy Committee Membership

In carrying out Article III, Section 6 of the AU Code of Regulations, the PPC shall define participation (membership) standards through these operating principles. Eligibility to join the PPC as a Participating Organization (member organization) shall be open to private, non-profit organizations that have their primary operations within the United States, or state and local government agencies that commit significant resources to HIV or health-related functions. Potential member organizations are expected not to have a mission or stated goals that conflict with AU’s mission and not to have operations that conflict with the vision or core values of the PPC. PPC members, with input from the AU CEO and AU staff, shall determine whether a potential member organization’s mission, stated goals, or operations are in conflict with the AU mission or the PPC’s vision and values, or may pose a conflict of interest with a member organization. An organization or state or local government agency seeking to join the PPC that has a pending legal action or lawsuit against AU or a current PPC member organization shall be deemed ineligible for PPC membership until such lawsuits or disputes have been adjudicated or otherwise resolved.

The number of PPC member organizations that are government agencies shall not exceed 25% of the total PPC membership.

A potential member organization that is a coalition or association made up of other organizations is eligible for PPC membership, subject to the membership conditions stated in these Operating Principles.

There shall be two levels of PPC membership: Basic and Leadership Council. The benefits of membership at each level shall be as recommended by the AU staff and approved by the AU Chief Executive Officer (CEO), who may consult with PPC members. Annual dues at the Basic level shall be determined by the schedule of dues. Annual dues at the Leadership level shall be determined by the AU CEO, who may consult with PPC members. The benefits of membership, a dues schedule and an up-to-date and complete membership list shall be posted on appropriate web sites maintained by AU (<http://policy.aidsunited.org/>) and included in communications describing the PPC and/or serving to recruit membership in the PPC.

In carrying out Article III, Section 6 of the AU Code of Regulations, the AU staff shall give current PPC member organizations notice of an organization's intent to join the PPC. If there are no challenges to or denial of membership within four business days of the notice, an organization seeking PPC membership shall be accepted as a PPC member provided that the organization has submitted a pledge to pay annual dues of an amount determined by the then currently approved schedule of dues. The commitment to payment of annual dues must be submitted by the organization's executive director, chief executive officer, or the president or chair of the organization's governing body or the person holding an equivalent position within the organization.

Per Article III, Section 6 of the AU Code of Regulations, each member organization must appoint a designated representative to the PPC. The designated representative should hold one of the following posts within the organization or its equivalent: executive director, chief executive officer, senior policy director, or senior policy manager. The designated representative is expected to have full authority to represent and speak for the member organization in participating in meetings and decision-making of the PPC, including authority to cast the member organization's vote if and when a vote has been called.

Notwithstanding Article III, Section 6 of the AU Code of Regulations, if the designated representative of a member organization that is a coalition or association is employed by or is otherwise significantly affiliated with a public or private organization or entity that has or potentially may pose a conflict with one or more current PPC member organizations, the PPC Co-Chairs may request that coalition member organization to designate a different representative who would not create an actual or potential conflict with one or more other current member organizations.

A member organization may also have a participating, non-voting representative at meetings of the PPC. In the absence of the designated representative at a PPC meeting, a participating representative shall be recognized as the member organization's designated representative for that meeting unless otherwise stated by the member organization.

Current PPC member organizations shall be requested to maintain their PPC membership by renewing their pledge to pay annual dues of an amount determined by the then currently approved schedule of dues. If a member organization declines to renew or revise its dues commitment, its PPC membership will be considered to expire at the end of its membership year. Non-payment of PPC dues shall be cause for termination of PPC membership.

A schedule of dues for the Basic membership level showing the annual dues amount based on an organization's operating budget shall be prepared by the AU staff and approved by the PPC. The schedule of dues may be reviewed from time to time as determined by the AU staff or a request from the PPC. A proposal vetted and recommended by the AU staff to revise the schedule shall be presented to the PPC for its approval.

IV. Public Policy Committee Meetings

Regular meetings of the Public Policy Committee shall be in-person or by conference call. In-person meetings shall be held 3-4 times a year subject to a schedule developed by AU staff with input from the PPC. The PPC may agree to hold fewer or more in-person meetings as warranted. Effort will be made to hold the in-person meetings in conjunction with regular meetings of the AU Board of Trustees. Effort also will be made to have at least one in-person meeting in the geographic area in which a PPC member organization is based. Conference call meetings shall be held in the months in which there is not an in-person meeting, according to a schedule agreed upon by PPC members. The AU staff shall prepare and distribute a schedule for each year's regular meetings within the first month of the New Year.

Special meetings of the PPC, in-person or by conference call, may be called by the PPC Co-Chairs following a request from the AU staff, as approved by the AU CEO, or from at least 2 PPC member organizations.

PPC meetings shall be convened by one or both PPC Co-Chairs. In the absence of both Co-Chairs, meetings shall be convened by a PPC member representative who also is a member of the AU board of Trustees or as selected by the PPC Co-Chairs.

AU Policy Department staff shall prepare a draft agenda for PPC meetings for review and comment by the PPC Co-Chairs. Following such review, the draft agenda shall be sent to the full PPC membership at least one week prior to the meeting date, with opportunity for suggested revisions by PPC member representatives. Upon receipt of suggested revisions, the staff shall prepare a final draft of the agenda for presentation at the meeting.

V. Policy Development and Public Policy Committee Decision-Making

Any PPC member organization, through its member representative, or AU staff, may present a policy or advocacy statement or position ("position") to the PPC for its consideration and discussion. A recommendation for a position may be made by one or more member representative(s), or by the AU CEO or the AU Vice President for Policy and Advocacy, acting for the AU Policy Department staff.

The PPC shall strive to reach agreement by consensus on a position and shall strive to conduct discussions during in-person meetings. However, consensus, or a vote, can be reached with or without an in-person meeting through the use of a conference call, and/or email, and/or other internet-based technology. The PPC Co-Chair(s) shall determine if the PPC has reached consensus or a decision by vote on a position.

Consensus shall mean that sixty percent or more of the total PPC membership are in agreement on a position and that there is no formal expression of disagreement on the position from two or more PPC member representatives or no formal objection by two or more member representatives to the determination that a consensus has been reached.

If a consensus is not reached on a position, the PPC Co-Chair(s) or two or more PPC member representatives may call for a vote at an in-person meeting and/or through the use of a conference call and/or email, and/or other internet-based technology. Once a vote is called, each member organization shall have one vote, as cast by the member organization's representative. PPC member organizations shall have the opportunity to vote through the designated method(s) within five business days of the call for a vote. Once sixty percent or more of the total PPC membership has voted in support or more than forty percent has voted in opposition to the position, the position will have been adopted or have failed, respectively. If after five business day sixty percent or more of the total PPC membership does not vote for the position the position will have failed.

For matters that are not policy or advocacy related, the PPC Co-Chair(s) may determine that a decision has been made by general agreement, following a discussion of that matter.

Positions that have been approved by the PPC may be subject to review by the Board of Trustees and can only be over-turned by a super-majority of the Board (75%) as called for in Article III, Section 6 of the AIDS United Code of Regulations.

Positions that have been approved by the PPC are not binding for individual PPC member organizations, however it is reasonable for PPC members and the AU CEO and staff to consider that approved positions have the public support of the PPC membership. If one or more PPC member organization has a policy position that differs from an approved PPC position, it is expected that such differences shall be expressed and carried out by PPC members and by AU staff respectfully.

Specific strategies and methods for disseminating or otherwise implementing approved positions shall be at the discretion of the AU staff, subject to the AU CEO's approval, unless there is a specific instruction or guidance from the PPC members.

The use of a letter with PPC members listed as individual signatories shall only be used if all PPC members have had the opportunity to "opt-out" of the letter. For letters that do not have PPC members listed as individual signatories, at their discretion, the AU staff may phrase the letter to read "on behalf of the AIDS United Public Policy Committee..."

The AU staff is expected to keep the PPC informed of efforts to implement PPC approved positions.

VI. Confidentiality Policy

All discussions held during and statements made at a PPC meeting shall be considered confidential and private unless otherwise agreed to by the PPC member representatives in attendance. It is expected that information disseminated at a PPC meeting will not be disclosed to outside parties unless the information is otherwise publically available. PPC member representatives can expect that any comments or statements made, or views expressed at a PPC meeting will not be attributed directly to them or to the PPC member organization in any public summary of a PPC meeting, unless authorized by the PPC member representative or the PPC member organization.

VII. Staffing and Administrative Support

Staffing for and administrative support for the PPC will be provided by AIDS United, primarily through the AU Policy Department, under the supervision of the Vice President for Policy and Advocacy and under the general supervision of the AU CEO.