UC San Diego AntiViral Research Center (AVRC)
ACTG – Advancing Clinical Therapeutics Globally
Community Advisory Board (CAB)
Bylaws (adopted 11/4/96, amended 1/01/03, amended 11/11/09, amended 10/05/26)

I. Introduction

These Bylaws are written to define the CAB's purpose and assist the CAB in conducting orderly and fair meetings. The Bylaws were written to be in accordance with the "Guidelines for Community Advisory Boards" put forth by the Executive Committee and the ACTG Community Science Subcommittee.

II. Mission Statement

The UC San Diego AntiViral Research Center (AVRC) Community Advisory Board (CAB) is established to provide fair and equal community representation in the scientific efforts, operation and activities of the AVRC. The CAB is set up to advise investigators about ways to promote working relationships among HIV researchers, staff and trial participants, to ensure that HIV clinical trials run efficiently and effectively and meet the needs of all concerned.

III. Membership and voting rights

Any individual interested in attending a CAB meeting may do so. Pharmaceutical company representatives and other industry representatives are also welcome to attend but may not become voting members due to possible conflict of interest. To become a voting member of the CAB a member must attend at least three meetings within a six-month period. Members will be allowed to vote at the second meeting they attend and thereafter. If any member has a specific conflict of interest with a particular voting issue, that member will refrain from voting. Eligible voting members unable to be present may provide a written, faxed, or emailed vote.

IV. Action

The Board shall take binding action only by majority vote of those eligible to vote.

V. Public meeting, motion or resolution

In most cases, the CAB shall take binding action at open public meetings and by and only by motion or resolution duly moved, seconded and approved by the affirmative vote of the majority of the CAB. After affording reasonable opportunity for comment and open debate from the floor, the CAB will then act.

VI. Review of Steering Committee

At each CAB meeting, the CAB shall review the action of the Steering Committee since the prior CAB meeting and shall expressly ratify or annul each. The Secretary of the CAB or their designee shall cause such review to be an item on the agenda of every meeting of the CAB and shall record in the minutes of the meeting the vote on each action.

VII. Meetings

Regular meetings of the CAB shall be held on the first Monday of each month at 5:30 pm in person at the AVRC and virtually via Zoom unless scheduled otherwise.

VIII. Permanent Officers

There shall be two Co-chairs, Secretary, member at large, Global CAB (GCAB) representative, and an AVRC CAB Liaison for the CAB. The CAB shall elect each from among its members to serve. Each shall have the ordinary and traditional powers and responsibilities incumbent upon and attending such office. The CAB may, by majority vote, limit such powers.

IX. Election of Officers

Officers shall be elected for a one-year term and elections shall be held in December of each year at the regular CAB meeting**.** Nominations will be taken at a previous CAB meeting**.** Officers will assume duties beginning the first meeting after the election is held.

X. Steering Committee

a. composition

The CAB shall establish a Steering Committee comprised of 5 directors or such greater number, among whom shall be the Co-chairs, Secretary, GCAB representative, and an AVRC CAB Liaison and member(s) at large appointed by the CAB.

Steering committee members agree to attend at least 10 out of 12 steering committee meetings per year.

b. power

During periods when the CAB is not in session, the Steering Committee shall have the power to manage the CAB's property and affairs, but within the limits of prior policies, Resolutions and actions of the CAB. The Steering Committee shall neither: (1) abrogate or contravene such prior policies, Resolution or actions of the Board: nor (2) fundamentally alter CAB structure operations or services; Nor (3) commit the CAB to extraordinary undertakings or obligations; nor (4) elect or dismiss CAB officers.

c. action, quorum, meeting reports to CAB

Action of the Steering Committee shall be upon majority vote in the presence of a quorum (two thirds of the Steering Committee) at meetings. The AVRC CAB Liaison shall vote to break a tie vote, otherwise the AVRC CAB Liaison will not vote on matters before the steering committee. A quorum shall require the presence of a majority of the Committee members. Meetings may be held at such times and places as, by unanimous consent, the committee may determine from time to time. The Committee shall report its actions at the next occurring Meeting of the CAB.

XI. ACTG Conferences

A GCAB representative or their designee should attend at least one national ACTG conference per year. The following process and requirements must be adhered to by national CAB representatives:

1. Members that go to national and international ACTG meetings must have attended 4 out of 6 of the last CAB meetings.

2. If one CAB representative is funded to go to a national CAB conference, it will be the GCAB representative. If the GCAB representative cannot attend, a designee/member from the Steering Committee will be voted upon to go in their place (by a two thirds majority vote of the CAB).

3. If funding is available to send more than one CAB representative, any eligible member may apply to attend the conference.

4. If more than one qualified individual is interested in going, an election will be held at the CAB meeting.

5. At the conference, CAB representatives are expected to attend all CAB sessions, and other relevant sessions.

6. CAB representatives must have a brief orientation with the local CAB chair or an AVRC staff person to highlight sessions that should be attended.

7. CAB representatives must sign an agreement acknowledging that he/she understands what is expected from them with regard to attending and returning from the conference.

8. CAB representatives are expected to give a 10-minute oral presentation about the national ACTG meeting at a CAB meeting following the national meeting.

9. With just cause, The CAB Officers and Steering Committee can vote to block an individual from attending the national CAB meeting.

XII. Amendment

The CAB may amend these Bylaws by Resolution adopted by three quarters vote of the CAB.