

MACS/WIHS Combined Cohort Study (MWCCS)
NATIONAL COMMUNITY ADVISORY BOARD
BYLAWS
Amended January 22, 2024

ARTICLE I

Name and Mission

I.1 This body shall be called the National Community Advisory Board (NCAB) of the MACS/WIHS Combined Cohort Study (MWCCS).

I.2 The mission of the National Community Advisory Board shall be to:

- Identify pertinent issues of research not currently addressed by the MWCCS scientific agenda.
- Provide feedback to the MWCCS Leadership and Committees regarding strengths and weaknesses of study visit operations and procedures.
- Provide feedback on MWCCS's research activities during the approval process.
- Communicate scientific results to MWCCS participants.
- Support local community advisory boards.
- Collaborate with local site CABs and CABs' Chairpersons.

ARTICLE II

Membership

II.1 The NCAB membership shall consist of:

A. Representatives from:

- a. Two from each of the MWCCS Community Advisory Boards (CABs): Atlanta, Baltimore/DC, Bronx, Brooklyn, Chapel Hill, Chicago Cook County, Chicago CORE Men's, Chicago NWU, Los Angeles, Miami, Mississippi, Pittsburgh/Ohio, San Francisco, UAB, Washington DC. Each local CAB can determine for their own site whether the NCAB reps need to be a local CAB member or not.
- b. Each CAB should strive to select NCAB representatives that are as diverse as possible to represent the participant population of their specific site by a process to be determined by each individual CAB, or site PD if an active local CAB does not exist.
- c. Due to potential participant composition changes over the life of the study which could impact representational models, the composition of the NCAB representatives as defined here should be reviewed and potentially updated, at a minimum, every two years.

B. Each representative shall be approved by their respective local CAB by a process to be determined by each individual CAB.

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C. Each representative must be a participant of the MWCCS study.

II.2 The NCAB representatives are required to participate in at least 75% of NCAB meetings ~~and~~ on conference calls, and semi-annual Executive Committee meetings.

II.3 NCAB representatives are required to participate in at least one working group.

II.4 The NCAB representatives shall act professionally during all conference calls and meetings, and:

- A. Not act as an independent agent of the NCAB without explicit permission from the NCAB.
- B. Refrain from use of targeted profanity during meeting times.
- C. Not participate in acts of physical and/or emotional violence, or in any threat towards an NCAB representative or MWCCS staff at any time.

II.5 Failure to comply with expected NCAB conduct may result in the following:

- A. Discharge from the NCAB. Prior to discharge, the member (and his/her Program Director) should be provided notice after two un-excused absences from NCAB meetings and conference calls. The member may appeal to the NCAB Leadership who will make final determination if the member should be discharged from the NCAB.
- B. The decision of the NCAB to discharge an individual from the NCAB shall be viewed as final and cannot be reversed by MWCCS staff or Principal Investigator(s).

ARTICLE III

Leadership

III.1 The NCAB leadership is defined as the Chair, Co-Chair, and Secretary.

III.2 The NCAB Chair, Co-Chair, and Secretary shall be selected annually, for a two-year term, by a majority vote of the NCAB representatives in attendance at the Elections Meeting.

- A. For each of the two positions, Chair and Co-Chair, one should be filled with a man and a woman NCAB representative from two different MWCCS sites.
- B. Every year, the Co-Chair will be promoted to the Chair position. The replacement Co-Chair will be newly elected, following III.2.A to ensure there are both men and women representatives.

III.3 The NCAB Chair will perform the following duties:

- A. Liaise with the EC Liaisons

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- Regularly confirm with MWCCS Executive Committee (EC) Liaison the expectations and outcomes desired from the EC Liaison or the EC, including short term and longer-term goals
- B. Perform appropriate pre-meeting activities
- Confirm Regular and Special meeting schedules are set with the NCAB Leadership
 - Coordinate, with the NCAB Leadership, meeting agenda topics and identify / create appropriate handouts
 - Confirm meeting agenda and appropriate handouts are distributed in advance of the meeting/call
- C. Actively chair all NCAB meetings
- Lead meetings generally following Roberts Rules of Order
 - Manage meeting agenda
 - Keep meetings moving forward in a timely manner, and ensure discussion stays relevant to topic at hand
 - Ensure meeting minutes and other official documents of the NCAB are approved timely
 - Ensure proper votes are taken and recorded
 - Make clear delegation of appropriate tasks with next steps and deadlines
- D. Perform appropriate post-meeting activities
- Confirm meeting minutes have been drafted in a timely manner
 - Follow-up on tasks assigned to representatives and deadlines will be met
- E. Represent NCAB at Executive Committee (EC) and Steering Committee (SC) meetings
- Attend MWCCS EC and SC meetings
 - Participate in meetings with full voting rights
 - Report summary of EC and SC meeting topics and updates with the NCAB at each meeting
- F. Address NCAB representative attendance issues as needed
- G. Utilize the NCAB Liaison as an advisor on leadership support
- H. Seek input from NCAB representatives on topics and desired outcomes of the NCAB
- I. Break tie votes of the NCAB.

III.4 The NCAB Co-Chair will perform the following duties:

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- A. Serve as a backup for the NCAB Chair and perform the Chair duties in the absence of the Chair.
- B. Attend the MWCCS EC and SC meetings, with full voting rights in the absence of the chair, and attend EC and SC conference calls.
- C. Perform appropriate pre-meeting activities
 - Participate with the NCAB Leaders to set Regular and Special meeting schedules
 - Coordinate, with the NCAB Leadership, meeting agenda topics and identify / participate in the creation of appropriate handouts

III.5 The NCAB Secretary will perform the following duties, as delineated in two groupings of activities:

A. General Secretary Duties:

- Confirm with the NCAB Leadership to set Regular and Special meeting schedules
- Coordinate, with the NCAB Leadership and the Recording Secretary, meeting agenda topics and identify / participate in the creation of appropriate handouts
- Advise NCAB Leadership of potential or proposed changes/updates to the NCAB Bylaws document as needed
- Attend MWCCS EC and SC meetings
- Perform additional General Secretary duties as requested by the NCAB

B. Recording Secretary Duties:

- Participate in the identification and creation of meeting agendas and meeting handouts
- Schedule Zoom Calls as needed
- Distribute meeting agendas and handouts timely in advance of official meetings
- Accurately record minutes of the NCAB meeting, including a summary of relevant discussion, votes taken and results
- Distribute the meeting minutes timely after each meeting
- Maintain attendance records of representatives at meetings and inform the NCAB Leadership of any Representative's attendance concerns
- Perform additional Recording Secretary duties as requested by the NCAB

III.7 Leadership Vacancies. Any leadership role vacancy that occurs outside of the regular annual voting cycle will be filled by a majority vote of the MWCCS NCAB Representatives at the earliest opportunity, or the first scheduled meeting or conference call.

ARTICLE IV
Standing Committees

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IV.1 The NCAB will establish standing committees as detailed below. NCAB members are encouraged to actively participate in at least one of these committees:

- A. Science & Research Committee – focused on supporting the relevant science & research related objectives stated in the NCAB mission.
- B. Communications Committee – focused on the identification, design, development and distribution of NCAB messaging to participants, including but not limited to, creation of a national newsletter or participant website.

ARTICLE V

Conference Calls & Meetings

V.1 National Community Advisory Board (NCAB) Conference Calls

- A. Regular NCAB conference calls will be held monthly or at a date and time mutually agreed upon by the NCAB.
- B. Special NCAB meetings may be called as the need arises.
- C. Most decisions will be made by consensus. In the event that a clear consensus cannot be reached, decisions will be made by voting.
- D. The NCAB will select leadership roles during a regular NCAB conference call designated as the annual Elections Meeting.
- E. Failure to comply with attendance requirements as presented in Section II.2 will result in the following:
 - a. Notification to the NCAB Leadership (as defined in Article III) who will review each circumstance, and make recommendation to the NCAB representative's site Principal Investigator/Project Director on whether or not the representative should be replaced.
 - b. NCAB representatives not in attendance compliance will not be approved to attend a semi-annual investigators' meeting.

V.2 NCAB Attendance at Semi-Annual Investigators' Meetings

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- A. An NCAB representative from each site is expected to attend, in-person or by teleconference at semi-annual investigators' meetings.
- B. Each NCAB representative should arrange with site to cover their travel, hotel and daily meal costs to attend Semi-Annual Investigator's meetings. The NCAB requests prepayment when requested by the participant so there is not any financial burden on the NCAB member to attend such meetings.

ARTICLE VI

Executive Committee Liaisons

VI.1 There shall be three MWCCS staff or investigator representatives appointed by the MWCCS Executive Committee to serve as liaisons to the MWCCS NCAB, and to support the NCAB's work. They are advisory in nature and do not have a vote on the NCAB. The NCAB requests the right to interview and provide a recommendation on their appointment as a liaison. The liaison roles are:

- A. Two (2) Science & Research Liaisons – advisory role focused on providing guidance on science and research topics associated with the Study. One Liaison will represent women's study interests and the other will represent men's study interests.
- B. One (1) Administrative & Communications Liaison – advisory role focused on supporting the NCAB as the liaison with DACC topics and communications topics.

VI.2 The Executive Committee Liaisons shall:

- A. Act professionally during all conference calls and meetings.
- B. Refrain from personal opinions, present views and advice from Study Leadership perspectives, and should not obstruct or dominate NCAB representative discussions, as their role is advisory.
- C. Refrain from use of targeted profanity during meeting times.
- D. Not participate in acts of physical and/or emotional violence, or in any threat towards an NCAB representative or MWCCS staff at any time.

VI.3 Failure to comply with expected Executive Committee Liaison conduct will result in the following:

- A. The NCAB shall notify the MWCCS Executive Committee of any inappropriate conduct.

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- B. The NCAB reserves the right to request the MWCCS Executive Committee replace the Liaison not in conformance with stated conduct expectations.

ARTICLE VII
Confidentiality

NCAB representatives will keep confidential all information (the “Confidential Information”) gained as a result of participation with the NCAB that is not otherwise publicly available. In this instance, Confidential Information shall include, but is not limited to, any and all names of participants, HIV status of participants, projects not yet approved by the Institutional Review Board (the “IRB”), concept sheets and data findings that are not yet published, or projects specifically organized by or with the NCAB.

ARTICLE VIII
Bylaws Approval and Amendment

VIII.1 These bylaws will be approved by a simple majority vote of the existing MWCCS NCAB representatives in attendance on a conference call(s) / meeting(s) that has been declared for this purpose and communicated via Email.

VIII.2 These bylaws may be amended by a two-thirds majority vote of the MWCCS NCAB representatives in attendance on a conference call(s) / meeting(s) that has been declared for this purpose and communicated via Email.

Approvals Summary

01/25/2021 – Initial document approval by the Merger Task Force
01/26/2021 – Initial approval by MACS Leadership
02/01/2021 – Second document approval by the Merger Task Force
02/04/2021 – Initial approval by WIHS Leadership
02/10/2021 – Current WIHS & MACS Joint NCAB approval
06/21/2021 – Amendment #1 – Approved by MWCCS NCAB & release to the MWCCS SC
07/19/2021 – Amendment #2 – Approved by MWCCS NCAB & release to the MWCCS SC
09/20/2021 – Amendment #3 – Small Changes Requested by SC in section V.2.B, Approved by MWCCS NCAB.
10/17/2021 – Corrected section II.1.B to replace old wording with wording approved in Amendment 2, but not yet updated
11/15/2021 – Amendment #4 – Small Change to Article II – Membership, Section II.1.B, Approved by MWCCS NCAB.
07/17/2023 - Amendment #5 – Section I.2, II.2, II.3, & VIII.2 changed wording Approved by MWCCS NCAB
01/22/2024 – Amendment #6 – Changed leadership terms to two years, minor change about working groups, Elections Meeting timing