

**University of Florida  
Clinical and Translational Science Institute  
Community Engagement Research Program  
Community Advisory Board**

**MISSION**

Ensuring that the community has a voice in the direction, and access to the actions, activities and initiatives of the CTSI as it completes its mission to implement and transform research at the University of Florida.

**VISION**

The Community Advisory Board is dedicated to partnering with the University of Florida to have a positive impact on health issues in the community while assuring community research represents local community interests.

**GOALS**

- Serve as a model of excellence to adopt or emulate programs and activities for implementation at other CTSIs throughout the state, region and nation
- Build bidirectional participatory capacity for community members to be an integral part of the CTSI
  - o Assure that community research has transparency
  - o Examine ways to enhance or implement sustainable programs within CTSI and in communities.
- Create access to and be a bridge for community participants to be in research
  - o Assure community research projects includes underrepresented population
  - o Assure community research uses lay language and perspectives
- Be a trusted advisor to other senior leadership of CTSI
- Serve as a sounding board for scientists engaged in clinical and community based research to ensure that protocols include local community interests

**University of Florida  
Clinical and Translational Science Institute  
Community Engagement Research Program  
Community Advisory Board  
By-Laws**

**Article I: Name**

The formal name of the advisory board shall be the *University of Florida Clinical and Translation Science Institute, Community Engagement and Research Program Community Advisory Board*, hereinafter referred to as the CAB.

**Article II: Purpose**

The fundamental purpose of the CAB is to serve as a trusted source to help leadership in the development, implementation and evaluation of research activities and initiatives at the University of Florida CTSI.

**Article III: Members & Membership Guidelines**

**Section 1-Membership Description & Qualifications:** Members of the UF CTSI Community Advisory Board are individuals from public (non-Federal employees) and private sectors who serve in a volunteer capacity. CAB members should be willing to engage in actions to ensure that the community has a voice in the direction, access to the actions, activities and initiatives of the UF CTSI. CAB members work or reside within a geography or a community that they represent and ideally have engaged in relevant work on policies and programs that promote healthy living standards. Furthermore, the collective membership offers a diverse knowledge base and unique personal experiences related to issues by the local communities in which they individually represent. **(Revision 3-24-15)** CAB members are not faculty or staff of the University of Florida.

**Section 2-Member Responsibilities:** The responsibilities of the CAB members, collectively, are to: (1) provide local expertise and guidance to UF CTSI leadership; (2) ensure continuous engagement of all stakeholders to influence the activities of the UF CTSI; (3) collaborate on and contribute to projects of mutual benefit; and (4) assist with fostering ideas for sustainability of the UF CTSI. New members are asked to complete an online orientation to learn more about the UF CTSI, its mission, vision and activities, as well as learn about responsibilities as a CAB member.

**Section 3-Structure:** The CAB will be composed of a minimum of 18 community-affiliated members. At no time should UF CTSI affiliated membership exceed the number of the CAB community-affiliated memberships.

**Section 4-Membership Term:** Each member serves for a term of three (3) years, and for no more than two (2) consecutive terms. In the event of a vacancy, it will be filled by someone meeting the membership qualifications, as described in article 3, section 1. After reaching the term limits, a member may be re-elected after a one (1) year hiatus from service. To ensure continuity of the CAB, no more than one-third (1/3) of the members should rotate each year. Members are expected to actively participate by regularly attending meetings,

serving on committees (as needed), developing and implementing action plans, attending special events and other such activities.

#### ***Article IV: Officers***

##### **Section 1: CAB Co-Chairperson(s)**

The role of the CAB co-chairperson(s) includes: (1) guide the annual plan of the CAB and provide general oversight for CAB activities and associated projects; (2) preside over CAB meetings and construct meeting agenda of the full CAB; (3) contact and coordinate with subcommittee chairs (as needed); (4) document activities and accomplishments of the CAB, with input from committee chairs and recording secretary, into an annual report to be shared with key stakeholders; (5) represent the CAB and report on activities and progress to other stakeholder audiences; (6) collaborate with other CAB chairs to share best practices; (7) lead the efforts to identify and acquire support and resources for the activities of the CAB; and (8) promote collaboration, conflict resolution and decision-making with key stakeholders. Qualifications for the co-chairperson position include: (1) willingness to adhere to time commitments of the position, which includes approximately a 3 hour monthly time commitment, available to serve for a term no less than 2 years, attendance of quarterly CAB and Executive Board meetings, and support activities of other CAB members, when possible; and (2) meet CAB membership requirements, as outlined in article 3, section1.

**Section 2-Immediate Past Co-Chair(s):** The role of the immediate past co-chair(s) includes: (1) serve as a member of the Executive Committee; and (2) perform other duties as assigned by the co-chairs. Qualifications for the immediate past co-chairperson(s) position include: (1) willingness to adhere to time commitments of the position, which includes approximately a 3 hours monthly time commitment, available to serve for a term no less than 1 years, attendance of quarterly CAB and Executive Board meetings, and support activities of other CAB members, when possible; and (2) meet CAB membership requirements, as outlined in article 3, section1.

**Section 3-Recording Secretary:** The role of the recording secretary includes: (1) attend and maintain minutes of CAB and Executive Committee meetings; (2) maintain a list of active members (as measured by meeting attendance and committee involvement); (3) send meeting minutes to CAB Co-Chairs, for subsequent review and approval by the CAB; (4) distribute copies of CAB minutes to all members; and (5) serve as the custodian of all CAB records. Qualifications for the recording secretary position include: (1) willingness to adhere to time commitments of the position, which includes approximately a 3 hours monthly time commitment, available to serve for a term no less than 2 years, attendance of quarterly CAB and Executive Board meetings, and support activities of other CAB members, when possible; and (2) meet CAB membership requirements, as outlined in article 3, section1.

**Section 4-Corresponding Secretary:** The role of corresponding secretary includes: (1) send notices and reminders of upcoming meetings to CAB as directed, and approved by CAB Co-Chairs; (2) read correspondence at official meetings; (3) send return correspondence as approved by CAB Co-Chairs; (4) store all correspondence received and copies of written replies; and (5) coordinate meeting logistics. Qualifications for the corresponding secretary position include: (1) willingness to adhere to time commitments of the position, which

includes approximately a 3 hours monthly time commitment, available to serve for a term no less than 2 years, attendance of quarterly CAB and Executive Board meetings, and support activities of other CAB members, when possible; and (2) meet CAB membership requirements, as outlined in article 3, section 1.

Section 5-Treasurer: At this time, a treasurer is not needed to facilitate the work of the CAB. The Co-Chairs reserve the right to hold elections to select a treasurer in the future.

### **Article V: Executive Board**

Section 1-Executive Board Composition: The Executive Committee is comprised of the CAB officers and the chairs of each committee. At a minimum, the officers of the CAB consist of two Co-Chairs, Immediate Past Co-Chair(s), a Recording Secretary, and a Corresponding Secretary.

Section 2-Membership Term: The Immediate Past Co-Chair(s) serves for a term of one (1) year and all officers serve for a term of two (2) years.

### **Article VI: Meetings**

Section 1-Meeting Procedures: Regular meetings of the CAB occur at least four (4) times a year. Members are expected to attend at least seventy-five percent (75%) of the scheduled meetings. At least annual meeting of the CAB will be held in person. For all meetings, the Secretary will provide notice of date(s), time and place to members at least 30 days in advance. A meeting agenda will be provided to members along with other briefing materials seven days in advance. Members may add items to the meeting agenda by submitting a written request to the CAB Co-Chairs (30) days in advance. The Recording Secretary will prepare minutes of each CAB meeting and will distribute copies to each member via email or other form of technology-enabled communication within thirty (30) days after a regular meeting. The minutes will include a record of the members other guests/presenters attending, and a summary of the matters discussed, key actions, decisions made, and a listing of all reports, exhibits, attachments, materials distributed. For the purpose of transacting CAB business, such as voting or conducting elections, the presence, in person or via any technology-enabled communication vehicle, of the majority of the members shall constitute a quorum. Once a quorum is established at any meeting it is presumed to exist for the balance of the meeting. CAB Members cannot designate a proxy representative or other agent to attend meetings in their behalf.

### **Article VII: Elections**

Section 1-Election Procedures: All elections for CAB officer positions will be conducted by the governance committee and will consist of no more than five current CAB members who will be responsible for: (1) soliciting nominations for new members; (2) reviewing qualifications to ensure interest and alignment with membership criteria; and (3) preparing a list of recommended new member candidates to be presented to the CAB. All deliberations of the Governance Committee will be kept confidential. The current CAB will appoint new members by majority vote of members present at the designated meeting. The newly appointed members will be introduced to the entire CAB at an in-person meeting each calendar year.

Section 2- Officer Elections: Governance Committee members cannot be listed on the slate or should not be seeking office. The current Governance Committee will oversee the election of officers by majority vote of members present at the in-person meeting. The Governance Committee will work to create a full slate of CAB members seeking office, present the slate to the entire CAB, and create an electronic slate so that each CAB member can cast a vote. Voting will take place by electronic ballot. Each CAB member will have the opportunity to vote, if they choose, for a period of 5 business days. If the CAB member does not cast a vote within the designated voting period, they automatically forfeit their right to vote during the designated election period. The newly elected officers will be introduced to the entire CAB no later than two weeks after the results of the election are tabulated via electronic correspondence.

Section 3-Officer Re-Elections: Re-election of officers will follow the process listed in article 7, section 2, and providing members meet re-election eligibility requirements. Eligibility requirements for re-elections are defined as: a) active participation in at least one committee and/or b) 75% participation in meetings. The current Governance Committee will oversee the re-election of officers. The newly elected officers will be introduced to the entire CAB no later than two weeks after the results of the election are tabulated via electronic correspondence

Section 4-Removal: CAB members who fail to meet CAB or Committee attendance requirements are subject to a recommendation for immediate removal from the CAB. The Recording Secretary will be responsible for reviewing CAB and committee attendance records and presenting specific recommendations to the CAB for the removal of members for non-attendance and non-participation on an annual basis. The final decision rests with a majority vote from the full CAB at a regularly scheduled CAB meeting. Notice of removal will be conveyed by email by the CAB Chairperson within 15 days of the decision. Any member or officer may be removed when it is deemed to be in the best interest of the CAB by a majority vote of members present at any meeting of the CAB.

Section 5-Resignation: Any member or officer may resign at any time by giving written notice to the Recording Secretary. Such resignation takes effect at the time specified or, if no time is specified, at the time of receipt by the Recording Secretary.

Section 6-Vacancies: All vacancies shall be filled by majority vote of the members. Vacancies shall be filled in the next membership cycle. Vacancies resulting from a co-chair resigning before his/her term is complete will be filled immediately with an interim Co-chairs; all current CAB members will be immediately asked to submit their names if interested in serving as an interim Chair to complete the resigning Co-Chair's remaining term/time. The executive committee will determine who and how many members will serve as an interim if more than one CAB member expresses interest. The volunteering interim Co-Chair would be eligible to seek a full term as Co-Chair during the regular nomination and election cycle where the current interim time served does not count towards his/her Co-Chair tenure if elected. Since membership is individual, not organization based, organizations cannot select a replacement member if a member from that organization resigns. Vacancy in the office of the committee Co-Chair will not be filled; rather, the remaining committee Co-Chair alone will serve out the unexpired portion of the

term. Vacancies will be filled immediately in situations where there is only one committee co-chair.

### **Article VIII: Committees**

**Section 1-Committees Description:** Outlines the roles of committees and may contain multiple sections to detail the committee's specific function to the work of the Board. The CAB committees are organized to support the advancement of the mission and align to the UF CTSI. The initial committees of the CAB are listed below with their respective responsibilities: (1) governance; (2) special projects; and (3) communications.

**Section 2-Committee Chair/Co-Chairs:** Each committee will internally select a Chair or Co-chairs. Responsibilities include, but are not limited to: (1) convene CAB Committee meetings; (2) develop work plans and manage execution of activities; (3) report activities of the committee to the CAB; and (4) assures committee information is up to date on the CAB website.

**Section 3-Committee Membership:** Members of the committee will include current CAB members and UF CTSI affiliated CAB members. Committee members are expected to attend all meetings either in person or via technology-enabled communication vehicles, when feasible.

**Section 4-Committee Meeting Procedures:** Committees will meet either bimonthly or monthly, as determined by the committee chairs and members. The objectives of the meetings are to: (1) define priority strategies, objectives and develop action plans; (2) discuss and monitor progress and report on key outcomes; and (3) update or revise the action plans as necessary.

**Section 5-Transitioning of Committee Chair:** Transitioning chair persons of each committee will follow procedures deemed most appropriate and applicable by each individual committee. The general process to transition or select new committee (co-) chairs should include: (1) announce the plan to transition or select new (co-) chairs to other committee members at least 60 days before the transition; (2) give committee members at least 30 days to decide about serving as a committee chair; (3) identify which committee member would like to serve as the next committee chair; (4) have an election for new committee chairs at least 45 days before the annual meeting; (5) send the names of the newly elected committee chair to the CAB Co-Chairs; (6) and share information about committee chair duties with the new committee chairs at least 30 days before the annual meeting. Existing committee chairs should agree to serve on the committee for at least one year to assist with the transition process.

### **Article IX: Relationship with the CTSI/CERP Executive Committee and Co-Directors**

Since the fundamental purpose of the CAB is to serve as a trusted advisor to CTSI Leadership, it is recommended that the Co-Chairs of the CAB meet with CTSI Leadership quarterly and serve on any advisory committee that the CTSI initiates, as needed. Since the Executive Committee is comprised of the CAB officers and the chairs of each committee and the CAB Co-Chairs represent two of the CAB Officers, it is expected that the Co-Chairs

will dutifully and accurately report the actions of the CAB to the CTSI Leadership and serve as a faithful conduit for information from the CTSI to the rest of the CAB.

**Article X: Amendments**

The CAB by-laws may be amended in whole or in part by the majority vote of the CAB members at any regular or annual meeting of the CAB provided that notice of any proposed amendment shall be given to the members of the CAB at least 30 days in advance of such meeting.

**Article XI: By-laws review**

The Executive Board shall review the by-laws every two years. The Chairperson shall submit them with or without changes to the general Board membership for review and final approval.

\_\_\_\_\_ (Signature)  
Secretary, UF CTSI/CERP Community Advisory Board

Adopted: \_\_\_\_\_ (date)

Revised: \_\_\_\_\_ (date)