

**University of Florida- Florida State University
Clinical and Translational Science Institute
Community Advisory Board (CAB)
By-Laws
8-20-2020 version**

MISSION

The Mission of the Community Advisory Board (CAB) is to ensure that the community has a collaborative voice in the direction, actions, activities and initiatives of the CTSI as it completes its mission to implement and transform research at the University of Florida and Florida State University.

VISION

The CAB is dedicated to partnering with the University of Florida and Florida State University in a shared vision to have a positive impact on health issues in the community while assuring community research represents local community interests. The CAB is also a partnership working to achieve health equity.

GOALS

- To promote programs for implementation through the CTSI that benefit communities locally, regionally and nationally
- To build sustainable, bidirectional capacity for community members to be an integral part of the CTSI
- To promote community involvement in research priority settings to include underrepresented populations and Culturally and Linguistically Appropriate Standards in Health and Health Care (The **National CLAS Standards**)
- To be a trusted advisor to senior leadership of the CTSI

By-Laws

Article I: Name

The formal name of the advisory board shall be the *University of Florida – Florida State University Clinical and Translational Science Institute (CTSI), Community Advisory Board*, hereafter referred to as “the CAB”.

Article II: Purpose

The fundamental purpose of the CAB is to advise the leadership of the CTSI and bring community perspective to the table.

Article III: Members and Membership Guidelines

Section 1-Membership Description and Qualifications: Members of the CTSI Community Advisory Board work or reside within a geographical area or a community that they represent, are diverse, and offer diverse knowledge and experiences related to the health of their community. CAB members are called Community Members. In general, they are not faculty or staff of the University of Florida or Florida State University. There are also two Co-Chairs of the CAB who are Community Members. Faculty members from the two institutions may also be Members, but are called CAB Affiliate Members. Amongst the CAB Affiliate Members, there are two University Liaisons, one for each University. They are typically the Directors of Community Engagement at their sites.

Section 2-Member Responsibilities: Community Members are expected to attend at least seventy-five percent (75%) of the CAB Meetings. They also develop and recommend topics for the national Our Community Our Health Town Hall (OCOH) meetings. CAB Affiliate Members attend meetings as they are able. University Liaisons should attend all of the meetings. One Co-Chair and one University Liaison must be present for the meeting, otherwise it should be rescheduled.

CAB Community 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, and contributing to the design, implementation and translation of community-engaged research as desired. CAB Community Members will receive remuneration for attending each of the four (4) CAB Meetings. Remuneration forms must be completed by a set deadline in order for the Member to receive remuneration. Affiliate Members do not receive remuneration.

Section 3-Structure: The CAB will be comprised of a minimum of 18 Community Members, including two Co-Chairs. At no time should the number of UF-FSU CTSI CAB Affiliate Members exceed the number of Community Members. CAB Community Members are suggested by other CAB Community Members, CTSI investigators and CAB Affiliate Members. CAB Community Members are invited by the CAB Chairs and University Liaisons.

Section 4-Membership Term: Each CAB Community Member serves for a term of three (3) years. Two months before the term ends, the Co-Chairs will send a letter notifying the Member that their term is ending and inquire if they would like to serve another term. Members who agree may serve one (1) additional term (6 years total). After reaching the term limits, a CAB Community Member may be re-appointed after a one (1) year hiatus from service. Vacancies will be filled by someone meeting the membership qualifications, as described in Article III, Section 1. To ensure continuity of the CAB, CAB Community Member terms should be staggered. CAB Affiliate Members and University Liaisons may serve without term limits.

Article IV: Officers

Section 1-- CAB Co-Chairs: The CAB will have two Co-Chairs—one from each CTSI. One is the designated contact Co-Chair (from the contact institution (UF)); the other is from FSU. The role of the CAB Co-Chairs is to:

- (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) coordinate with subcommittee chairs (as needed);
- (4) document activities and accomplishments of the CAB, with input from committee chairs and contact University Liaison staff support;
- (5) report on activities and progress to other stakeholder audiences;
- (6) collaborate with other CAB chairs around the country to share best practices, as needed;
- (7) lead the efforts to identify and acquire support and resources for the activities of the CAB;
- (8) promote collaboration, conflict resolution and decision-making with key stakeholders, and,
- (9) participate in the National CTSA Network as opportunities arise.

Qualifications for the Co-Chair positions include:

- (1) being available to meet the time commitments of the position, which includes meeting monthly with the CAB University Liaisons;
- (2) being available to serve for a term no less than 2 years;
- (3) attending quarterly CAB and Steering Committee meetings;
- (4) supporting activities of other CAB members, when possible.

Section 2-Immediate Past Co-Chair(s): The role of the past Co-Chairs is to facilitate transition, communication, and support to the Co-Chair(s) as outlined in Article III, Section 1.

Section 3- Term Limits. There are no term limits for the CAB Co-Chairs, as long as the Co-Chairs perform their role to the satisfaction of the Board and the CTSI.

Article V: Meetings

Section 1-Meeting Procedures: Regular meetings of the CAB will occur up to four (4) times a year. Members are expected to attend at least three (3) of four (4) scheduled meetings. If possible, at least one (1) annual meeting of the CAB will be held in person. For all meetings, UF staff assigned to the UF Liaison will provide notice of date(s), time and place to members at least 15 days in advance. A meeting agenda will be provided to members along with other briefing materials five (5) days in advance. Members may add items to the meeting agenda by emailing the CAB Co-Chairs who will notify the UF staff assigned to the University Liaison. The contact University Liaison staff member will prepare minutes of each CAB meeting and distribute copies to each member via email within thirty (30) days after a regular meeting. The minutes will include a record of attendees and action items. For the purpose of transacting CAB business, a quorum of nine (9) of the CAB members must be present for voting or conducting elections-- in person or email. 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 on their behalf.

Article VI: Removal

Section 1-Removal: CAB members who fail to meet CAB or Committee attendance requirements without excuse, or who exhibit unethical behavior, are subject to removal from the CAB. The UF-FSU CAB University Liaisons will review CAB Member participation with the CAB Co-Chair(s) on an annual or immediate basis. Notice of removal will be conveyed by email by the Contact CAB Co-Chair, signed by both Co-Chairs, within 5 days of the decision.

Section 2-Resignation: Any Member or officer may resign at any time by giving written notice to the CAB Co-Chair(s). Such resignation takes effect at the time specified or, if no time is specified, at the time of receipt of resignation.

Article VII: Committees

Section 1-Committee Descriptions:

CAB committees may be created as needed to support the advancement of the CAB mission.

Section 2-Committee Chair/Co-Chairs: Each committee, once created, will internally select a Chair or Co-Chair. 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.

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

Section 4-Committee Meeting Procedures: Committees will meet as needed.

Section 5-Transitioning of Committee Chair: Transitioning chair persons of each committee will follow procedures deemed most appropriate and applicable by each individual committee.

Article VIII: Amendments

The CAB By-Laws may be amended in whole or in part by a quorum of the CAB Members as long as there is at least one CAB Member from each of CTSIs. Voting can be held in-person, virtual or by email.

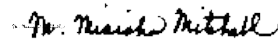
Article IX: By-Laws Review

The contact Co-Chair, in tandem with the FSU Co-Chair, will present the revised By-Laws to the University Liaisons. The contact University Liaison, after review by both, will present the By-Laws to the UF- FSU CTSI Leadership for final approval (UF-CTSI PI and FSU-PI).



(Signature)

Contact Co-Chair, UF CTSI Community Advisory Board



(Signature)

Co-Chair, FSU CTSI Community Advisory Board



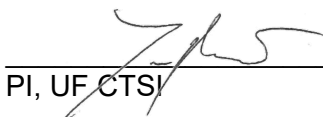
(Signature)

Contact University Liaison, UF CTSI



(Signature)

University Liaison, FSU CTSI



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PI, UF CTSI

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PI, FSU CT81

Adopted: 1/4/2021 (date)