

HIV/AIDS MEDICAL ADVISORY COMMITTEE BYLAWS

Section I – Name

The name of this body shall be the HIV/AIDS Medical Advisory Committee.

Section II – Authority

The HIV/AIDS Medical Advisory Committee (MAC) is an appointive committee under the auspices of the Division of Public and Behavioral Health (Division) through the Bureau of Behavioral Health Wellness and Prevention (BHWP) through the Office of HIV/AIDS (OHA). The duty of the MAC is to evaluate benefits and costs associated with HIV/AIDS drugs and other medications needed to treat HIV and related conditions, and their additions to/deletions from the AIDS Drug Assistance Program (ADAP) formulary. Recommendations of the MAC are reported to and submitted by the Ryan White Part B ADAP (RWPBA) Program, routed through the OHA, for approval by the Division. The Division Administrator, in cooperation with the Chief Medical Officer, has final approval of any recommendations or actions of the Committee.

Section III – Mission

The mission of the MAC is to assist the RWPBA by providing an important link in an overall continuum of care for people in Nevada with HIV by recommending which antiretroviral and other medications are needed to treat HIV and related conditions for patients covered by ADAP.

Section IV – Members

- A. A minimum of 10 members will be selected by agencies or practices within a respective identified group from medical professionals involved in HIV treatment and care, working with and knowledgeable about antiretroviral medications and ADAP, approved by a vote of the Committee.
- B. Members shall consist of the following:
 1. Any two HIV Providers (physicians, physician's assistant, nurse practitioner) from the UMC Medical Center (Wellness Center);
 2. Any two HIV Providers (physicians, physician's assistant, nurse practitioner) from Northern Nevada HOPES;
 3. A minimum of one HIV Provider (physicians, physician's assistant, nurse practitioner) from the southern communities and a minimum of one physician from the northern and rural communities;
 4. One nurse from the UMC Wellness Center;

5. One nurse from Northern Nevada HOPES;
 6. A minimum of one pharmacist from northern communities and one pharmacist from southern communities. The pharmacist must be associated with HIV/AIDS care at an ADAP clinic, ADAP pharmacy or other HIV/AIDS care setting. The pharmacist must be recognized as an "HIV Specialist". HIV specialists can be designated by recognition by HIV credentialing (AAHIVP or equivalent) or experience (specialty residency or experience).
- C. Ex-Officio members include Nevada Department of Corrections staff, both administrative and medical personnel involved with the care and treatment of inmates who are HIV+, RWPB Program/ADAP staff and other Division staff.
- D. Nominations for Committee membership will be forwarded to the Chairperson with a completed Member Nomination Form; the Chairperson will confirm the nominee's intent, then, submit the completed form and notes to the OHA. The nominations will be included on the agenda for the next MAC meeting.

The Committee Chairperson and Vice-Chairperson will have the authority to contact agencies or medical practices in the communities regarding representation on the Committee, where these are directly involved in the care and treatment of HIV+ patients, both currently and potentially RWPB eligible. Any such contact and results will be reported on a completed Member Nomination Form, and then emailed to the RWPB Manager.

Section V – Alternate Member

Should a member be unable to attend a meeting, he/she may designate an alternate to serve in his/her absence. The alternate shall have all the rights and privileges of the member while acting on his/her behalf. The member will designate the alternate, in writing to the MAC Chairperson 24 hours prior to the meeting.

Section VI – Officers

Composition: The Committee shall have a Chairperson and a Vice-Chairperson. Duties of Officers:

- A. Chairperson: The Chairperson shall direct the meeting and report the activities of and recommendations of the Committee to the Division. The Chairperson shall have powers and duties as the Division may assign. In the event of a tie vote, the Chairperson or Acting- Chairperson shall cast the deciding vote.
- B. Vice-Chairperson: The Vice-Chairperson shall act for, and on behalf of the, Chairperson in all cases of his/her absences and shall perform other duties as assigned by the Committee.

- C. Chairperson and Vice-Chairperson shall be elected by vote of the members, and serve a six-year term or until they resign their duties, whichever comes first.
- D. The officer may, at his/her discretion, nominate themselves for additional terms of office.
- E. Officers must maintain his/per practice in HIV care and treatment to include working with and being knowledgeable about antiretroviral medications and ADAP and the RWPB Program in order to continue membership and his/her office.
- F. Within two months of the officer's termination date, nominations for new officers shall be presented to the RWPB Manager and the ADAP/RWPB Eligibility Coordinator who will confirm the nominations to be presented for vote at the next MAC meeting.

Section VII – Terms of Appointment

Committee members shall serve a five-year term which shall renew for additional five-year terms at the pleasure of the member, provided their practice continues to be in HIV care and treatment, and their membership is confirmed by a vote of the Committee. In the event a member vacated a position in one identified group, he/she may continue membership on the Committee if his/her practice continues to be in HIV care and treatment and if his/her new position is in one of the identified groups; this continued membership must be confirmed by a vote of the Committee.

Section VIII – Voting

Each member of the Committee identified in Section IV, Part B shall be entitled to one vote on all business requiring action by the Committee.

Section IX – Meetings

Meetings of the Committee will be held a minimum of twice per year, at the request of the Division, or as the Chairperson determines the need for specific action of the Committee.

Meetings will be conducted in any of three manners:

- A. By videoconference with Las Vegas and Carson City at conferencing sites pre-selected as available.
- B. By telephone conference calling, provided that at least one location in Las Vegas, Reno and Carson City, has sufficient room for attendance by the general public, or
- C. By face-to-face meeting if the Chairperson and membership feel it will better accomplish the goals and responsibilities of the Committee.

Section X – Quorum

For establishing a quorum the members outlined in Section IV, Part B will be delineated into representative blocks. The blocks will be as follows:

1. Block A- HIV Providers (physicians, physician’s assistant, nurse practitioner) from University Medical Center Wellness Center
2. Block B- HIV Providers (physicians, physician’s assistant, nurse practitioner) from Northern Nevada Hopes
3. Block C- HIV Providers (physicians, physician’s assistant, nurse practitioner) from Community North and South
4. Block D- Nurses from the UMC Wellness Center; Northern Nevada HOPES
5. Block E- Pharmacists

A total of five (5) members that represent at least three (3) of the five (5) blocks shall suffice for passage of business items requiring a vote.

Section XI – Notices

Meetings shall be conducted in accordance with NRS 241, “Nevada’s Open Meeting Law,” and conducted following a published agenda. Notice of meetings will be posted in accordance with NRS 241 at designated locations and on the Division website.

Section XII – Service Area

The Committee is a body of agencies and medical professionals addressing the needs of persons living with HIV in Nevada.

Section XIII – Bylaw Amendments

These bylaws may be amended by majority vote of the members of the Committee, when it serves the purposes of the Committee.

Approved as Revised: 10-16-2017