



<b>Central Florida HIV Planning Council (CFHPC)</b>		
Bylaws Reference: Not Applicable		
Program procedure: CFHPC-POLICY-31		
Title:	<a href="#"><u>Magazine</u></a>	Effective: 02/28/2018 Revised: 12/11/2018, 1/30/19, 10/25/23

**Purpose:**

The purpose of the Magazine published by the Central Florida HIV Planning Council is to serve as a vehicle for communicating among the community of people with HIV (PWH), and as a voice of our Membership & Engagement Committee to communicate full and accurate information about the activities, purposes and goals of the Planning Council to the community of people with HIV as well as in the broader community.

**Policy:**

A magazine shall be published on a regular basis that provides up-to-date information pertinent to the community of PWH and that is relevant to the goals of the Planning Council. Articles deemed useful to the community, from other sources, including members and associate members of the Planning Council, may be included in the publication.

**Procedure:**

The Membership & Engagement Committee shall be responsible for the magazine publication.

1. The Magazine shall be named "The Red Ribbon Times".
2. Publication shall be at a minimum of three times a year and shall be named according to the volume (Vol. 1, Vol. 2).
3. The Planning Council Support (PCS) Office shall act as the editor of the publication and shall facilitate the planning of content, offering recommendations to the Committee for consideration regarding articles. PCS shall also recommend



deadlines for issues to ensure that the timing of publication is consistent with these policies.

4. Articles for publication shall be submitted to the Membership & Engagement Committee no later than 60 days before the publication date.
5. Whenever possible, PCS shall submit a draft copy of the magazine for review by the entire Membership & Engagement Committee. The Chair or at least one member of the Committee shall review the draft.

When possible, the publication shall highlight a personal story, a Planning Council update, community events, local HIV Strategies, and Test & Treat information. In general, positions of the Planning Council on any matter shall be clearly identified as such when published in the Magazine. All unofficial opinions, statements, and calls to action from members or associate members shall be accompanied by the member's or associate member's name.