ORANGE COUNTY HIV PLANNING COUNCIL

Policies and Procedures

Subject: Rules of Respectful Engagement

Number: XIV.
Date Effective: 1/18/2008
Revised: 4/13/11

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1. **PURPOSE:** The purpose of this policy is to create and support a safe, welcoming, and respectful atmosphere for the HIV Planning Council and its committees to conduct business.

2. **APPLICATION:** This policy applies to all members of the HIV Planning Council and its committees for matters related to Planning Council business during and outside of meetings.

3. **RULES:** The Orange County HIV Planning Council has established the following rules of conduct for its members and committee members:

   3.1. Our common enemy is HIV/AIDS. Homophobic, racist, sexist and other discriminatory statements have no place in our deliberations.

   3.2. We value differing interests and opinions.

   3.3. We acknowledge that individuals may have special communication needs and make every effort to meet any special needs of Planning Council members and guests.

   3.4. We avoid unnecessarily repeating statements previously made by other members.

   3.5. We are specific and use examples to define what we mean.

   3.6. We provide feedback to each other in a constructive and respectful manner.

   3.7. We focus on the issue, not the person raising the issue. No personal attacks during or outside of business meetings.

   3.8. We avoid side bar conversations.

   3.9. We observe the group's agenda or negotiate a change.

4. **ENFORCEMENT OF RULES:**

   4.1. All members of the HIV Planning Council and its committees are responsible for adhering to and reminding other members to adhere to the rules.

   4.2. The officers of the HIV Planning Council and its committees will ensure that meetings are facilitated in a way that fosters adherence to the rules.

5. **VIOLATION OF RULES:** The Orange County HIV Planning Council and its committees may address violation in a manner deemed most appropriate, depending on the violation, as follows:

   5.1. HIV Planning Council Chair or Committee Chair(s) or designees may meet with the individual to address the incident or behavior that is in violation of the rules.

5.2. HIV Planning Council and Committee Chair(s) will announce his/her designee in addressing violations of the rules at the beginning of each year.

5.3. Repeated violation by the individual may be cause for termination of membership in accordance with the HIV Planning Council Bylaws.