



<b>Central Florida HIV Planning Council</b>	
<b>Bylaws Reference:</b> Article V: Section 5.2	
<b>Scope:</b> N/A	
<b>Program Procedure:</b> CFHPC-POLICY-	
<b>Title:</b>	<b>Effective:</b> 1/31/18 <b>Revised:</b> 1/25/18, 4/24/19

**Purpose:**

To set the minimum standards for all Planning Council Members and Associate Members to follow when completing Planning Council activities and to provide guidance when working with other stakeholders, the general public and each other.

**Policy:**

All Planning Council members and Associate Members shall abide by the rules of conduct as set forth below.

**Procedure:**

1. The Planning Council operates under the current approved Bylaws and uses Robert's Rules of Order to conduct meetings.
2. Members and Associate Members shall treat everyone with respect at all times.
3. Members and Associate Members shall declare their Conflict of Interest at the beginning of each meeting.
4. The Chair shall establish procedures for discussion.
5. Members and Associate Members shall accept and abide by the agreed-upon process for decision-making and shall accept and abide by the decisions made unless the decision has been rescinded or reversed by procedures utilizing Robert's Rules of Order.

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.



6. Members and Associate Members shall behave in a manner that reflects their responsibility to represent the Planning Council during business meetings and when representing the Council in public.
7. Members and Associate Members shall accept and follow the Council's policies and procedures.
8. Members and Associate Members shall take positive responsibility for helping to prevent and resolve conflicts within the group.
9. Members and Associate Members shall refrain from conduct that is deemed detrimental to the mission of the Council and from jeopardizing the safety of fellow members and Associate Members.
10. Members and Associate Members shall accept shared responsibility for determining the highest priority needs for services by using data and shall use the agreed upon process for determining priorities and allocating resources.
11. Members and Associate Members who feel they cannot support and adhere to the mission of the Planning Council should reconsider their membership on the Council.
12. Members and Associate Members shall take responsibility not only for following these Rules of Conduct, but also for speaking out to assure that all Planning Council members and Associate Members follow them.
13. Members and Associate Members shall ensure that each matter is dealt with in a fair, equitable, impartial and just manner based on what is in the best interest of the PLWH community and other vulnerable populations.
14. Members and Associate Members shall not speak, write or act for the Planning Council without proper authorization from the Executive Committee or Planning Council body.
15. Members and Associate Members shall prepare for, attend and participate in the meetings of the Planning Council and Committees to which appointment has been accepted.
16. Members and Associate Members shall comply with all local, state, and federal laws as they pertain to criminal activities. Members and Associate Members shall

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.



refrain from engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others, or disturbs the peace or the orderly process of meetings.

17. Members and Associate Members shall value and respect the diversity of the Council.
18. Members and Associate Members shall carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, gender identification, age or religion, and show respect and consideration for others.

**Planning Council members and Associate Members must never:**

1. Take improper advantage of their position.
2. Make improper use of information they have obtained.
3. Disclose confidential information.
4. Behave in a manner that will reflect poorly on the Planning Council.

Note: The CEO establishes the Planning Council and thus has the authority to review and approve Planning Council policies.