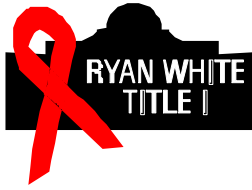


San Antonio Area HIV Health Services Planning Council



Code of Conduct

Application:

The Code of Conduct shall apply to all San Antonio Area HIV Health Services Planning Council Members, Support Staff, Grantee Staff, Guests and all Participants.

Purpose:

The Code of Conduct is established to remind the Planning Council Members, Support Staff, Grantee Staff, Guests and all Participants that individually and collectively, they must adhere to high ethical standards.

Responsibility of Planning Council Members:

Planning Council members are agents of public purpose and serve on the Planning Council or a Standing Committee for the benefit of the public. In their official acts, they are bound to observe the highest ethical standards and to discharge faithfully the duties of their appointment, regardless of personal consideration. They should take actions and make decisions based on their merits, objectively, without partisanship and in accordance with the conflict of interest policy. In taking action and making decisions, Planning Council members will not discriminate on the basis of race, color, creed, national origin, sex or gender, sexual orientation, religion or disability status.

Conduct:

Planning Council members and all aforementioned individuals will follow these ground rules in all meetings:

1. Conduct themselves in a professional and courteous manner at all times during Planning Council/Standing Committee meetings or while conducting Planning Council business. This includes acting in accord with all applicable rules and laws.
2. Disclose all conflicts of interest. Any method used to personally grandstand or blatantly disregard a conflict of interest will not be tolerated and will be considered a direct violation of this code.
3. Address others with respect – as an intelligent person having a right to be a part of discussions and decision making. This allows for all members and aforementioned individuals to have the opportunity to speak and to be listened to, without interruptions.
4. The Chair will establish procedures for discussion, and may limit the length of individual presentations and set reasonable time limits on debate. A parliamentarian or timekeeper may be selected to assist with this process.
5. Decision-making will occur in an agreed-upon manner – whether majority rule, some form of “super majority” (e.g., two-thirds vote), or consensus, etc. – with agreement about the process made before discussion occurs. Unless otherwise determined, decision making will be by majority vote, or by super majority where required by bylaws.
6. Disagreements will focus on issues, not personal attacks on participating individuals.
7. Every member of the group will adhere to and support decisions made in the agreed upon manner, regardless of his/her personal position.
8. Information presented in confidence will be held in confidence, not discussed outside the meeting.
9. Members will behave in a manner which reflects recognition of their responsibility to present and consider the concerns of specific communities or population groups, and at the same time consider the overall needs of people living with HIV disease and act on their behalf, not to benefit themselves.
10. Any member, Support Staff or Grantee Staff who feels s/he cannot support the mission, goals, strategies, programs, and/or leadership of the planning body as agreed upon by the members should resign or decline involvement.
11. Every person will take responsibility not only for abiding by these ground rules personally, but also for speaking out to assure that all participants abide by them.