

ORANGE COUNTY HIV PLANNING COUNCIL
Policies and Procedures

Subject: Rules of Respectful Engagement

Number: XIV

Date Effective: 1/18/2008

Revised: 4/13/11, 1/14/15,
12/14/16, 10/10/18, 11/9/22,
12/11/24

Reviewed: 11/4/20

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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 (Council) and its committees.
 2. **APPLICATION:** This policy applies to all members of the HIV Planning Council and its committees in all matters related to Council business, both during and outside meetings.
 3. **RULES:** The Council has established the following rules of conduct for its members and committee members:
 - 3.1. Homophobic, racist, sexist, and other discriminatory statements are strictly prohibited in meetings.
 - 3.2. We value differing interests and opinions and encourage members to present ideas to the table for discussion and advocacy.
 - 3.3. We acknowledge that individuals may have special communication needs and make every effort to meet any special needs of Council members and guests.
 - 3.4. We are specific and use examples to define what we mean.
 - 3.5. We provide feedback to each other in a constructive and respectful manner.
 - 3.6. We focus on the issue, not the person raising the issue.
 - 3.7. We avoid unnecessary side bar conversations.
 - 3.8. We base decisions on accurate and reliable data.
 4. **ENFORCEMENT OF RULES:**
 - 4.1. All members of the Council and its committees are responsible for following the rules and reminding others to do the same.
 - 4.2. The officers of the Council and its committees will ensure that meetings are facilitated in a way that fosters adherence to the rules.
 5. **VIOLATION OF RULES:** The Council and its committees may address violations in a manner deemed most appropriate, as follows:
 - 5.1. Council Chair or Committee Chair(s) may meet with the individual to address the incident or behavior that is in violation of the rules.

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- 5.2. If violation involves a Council or Committee Chair(s), the Executive Committee will address the incident or behavior.
 - 5.3. Repeated violation by the individual may be cause for termination of membership in accordance with the Council Bylaws.