

**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

**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 to conduct business.
  2. **APPLICATION:** This policy applies to all members of the HIV Planning Council and its committees for matters related to Council business during and outside of 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 have no place in our meetings.
    - 3.2. We value differing interests and opinions and encourage members to bring 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 make decisions based on data.
  4. **ENFORCEMENT OF RULES:**
    - 4.1. All members of the Council and its committees are responsible for adhering to and reminding other members to adhere to the rules.
    - 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 violation in a manner deemed most appropriate, depending on the violation, as follows:
    - 5.1. 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.
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- 5.2. Council and Committee Chair(s) will announce their 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 Council Bylaws.
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