

**PURPOSE** The purpose of the Code of Conduct is to ensure appropriate behavior at Commission and committee meetings and to protect all members and public participants and the business of the Commission from inappropriate and disruptive behavior.

**POLICY** This policy establishes the Code of Conduct, which describes the behavior expected of all Commission members at all meetings and activities associated with the work of the Commission. The Commission as a whole will discuss the Code of Conduct at the beginning of each program year and each member will receive a copy.

## Section 1. Applicability

The Code of Conduct applies to Commission members, as well as non-Commission members who serve as members on standing committees, subcommittees, or ad hoc committees.

## Section 2. Code of Conduct during Meetings

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

- a) Conduct themselves in a professional and courteous manner at all times.
- b) Follow the laws and regulations governing Santa Clara County boards and commission and the Commission's Bylaws, policies, and procedures.
- c) Follow the Conflict of Interest Policy, assist the chair of the meeting in ensuring that they are consistently followed, and conduct themselves in a manner that prevents perceived as well as actual conflicts of interest.
- d) Address others with respect – as an intelligent person having a right to be a part of discussions and decision making, so that all Commission and committee members have the opportunity to speak and to be listened to, without interruption.
- e) Follow any additional procedures for discussion that may be set by the chair of the meeting, such as limiting the length of individual presentations and setting reasonable time limits on debate. The Commission Chair will serve as parliamentarian in Commission meetings, and may appoint a timekeeper to assist with this process.
- f) Recognize the authority and follow the direction of the chair of the meeting.
- g) Do not disrupt a meeting or encourage or assist members of the public to do so.
- h) Cooperate with the agreed-upon decision-making process – whether by simple majority or super majority (e.g., two-thirds vote) as required in Bylaws.
- i) State disagreements about issues, without engaging in personal attacks.
- j) Adhere to decisions made in the agreed upon manner, regardless of personal position.
- k) Maintain confidentiality as specified in Bylaws.
- l) Serve as both an advocate and a planner, recognizing both the responsibility to present the concerns of specific communities of population groups, and the responsibility to make decisions that are data-driven and reflect the overall needs of people living with HIV disease (PLWH) in the San José, CA Transitional Grant Area (TGA).
- m) Act on behalf of all PLWH in the San José, CA TGA, not for personal benefit.

# Code of Conduct Policy

- n) Support the mission, goals, strategies, programs, and/or leadership of the Commission and its committees as agreed upon by the members, or resign or decline involvement.
- o) Take responsibility not only for abiding by these ground rules personally, but also for speaking out to assure that all participants abide by them.

### **Section 3. Expected Conduct by Members of the Public**

Members of the public are encouraged to attend Commission and committee meetings and to speak during Public Comment periods or during discussion of a particular agenda item. They have the right to express their opinions about an issue before the Commission or committee makes a decision about that issues, but normally are not permitted to participate in the debate.