



**Agreement among the HIV Planning Group and committee members
regarding Conduct and Respectful Engagement
for the HIV Planning Group and committee meetings***

The HIV Planning Group (HPG) was established in order to participate in the federal Ryan White HIV/AIDS Treatment Extension Act of 2009, and any subsequent amendments. The HPG was also established in accordance with guidance from the Centers for Disease Control and Prevention (CDC) for purposes of developing an engagement process to plan for services to prevent new HIV infections, identify, inform, link and retain people with HIV in care to achieve viral suppression.

Members of the HPG and any of its committees play a vital role in the County's efforts to plan and coordinate its response to the local HIV epidemic. We are grateful that you are sharing your time, expertise and experience for the purpose of ending the HIV epidemic. We need every member of the HPG and committees to ensure that the HIV Planning Group is responsive to the needs of San Diego County residents who are living with or at risk for HIV infection.

To ensure that all meetings of the HPG and its committees operate in a manner that upholds the right of all persons to be heard, valued and respected, you agree to the following standards and guidelines:

1. The goal of the HPG is to help the County of San Diego achieve an end to the HIV epidemic, as described in the County's Getting to Zero plan. Specific responsibilities include:
 - a. Needs assessment.
 - b. Priority setting and resource allocation.
 - c. Developing the comprehensive plan.
 - d. Assessing the effectiveness of the services provided and the efficiency with which resources are deployed.
 - e. Participating in the Statewide Coordinated Statement of Need.
 - f. Coordinating with other federal funding sources addressing HIV.
 - g. Ensuring compliance with all federal, state and local legislative requirements.
 - h. Advising and making recommendations pertaining to the HIV Continuum of Care.
 - i. Gathering information to inform and/or support decisions of Public Health Services regarding HIV prevention priorities and interventions.
2. The work of the HPG would not be possible without the active involvement of persons living with HIV or at risk for HIV infection, and the public is a vital component of the success of the work we do.
3. Everyone—HPG member, committee member and staff alike—must ensure the public enters into an environment where mutual respect and consideration are always observed. We all benefit when the public keeps coming back.
4. Members set the example. HPG uses a code of conduct that is reinforced at the beginning of each meeting. All HPG members are expected to follow that code of conduct.
5. Members agree to refrain from disrupting the proceedings. In practical terms, this means:



- a. The Chair and Committee Chairs will conduct meetings in accordance with the County Charter, Brown Act, the By-Laws of the HIV Planning Group, Roberts Rules of Order and any duly adopted guidelines.
- b. The role of Roberts Rules of Order and the Consensus Model is to ensure that disagreement and debate can occur without getting personal.
- c. All Chairs will remain neutral and treat all members respectfully and fairly according to the By-Laws and any operating procedures, codes of conduct or ground rules adopted by the HPG.
- d. All Chairs will recognize all members who wish to speak on a topic one at a time. Members will not speak until they have been recognized by the Chair.
- e. Chairs will rule on all points of order. The Chairs' rulings on all points of order are final, unless a member moves to appeal the ruling of the Chair and receives a second from another member. Once a point of order has been decided, it cannot be revisited.
- f. Members cannot speak until they have been recognized by the Chair.
- g. Once a member has spoken, they cannot speak again on the same topic until all other members have been given a chance to speak.
- h. At the discretion of the chair, members will not speak more than twice on any topic or unless the group votes to suspend the rules.
- i. Members will not interrupt each other. Chairs, however, can interrupt speakers to ensure order.
- j. Members agree that it is in the best interests of the HPG and its committees that meetings proceed without interruption or obstruction because the right of the majority to have the meeting conducted according to the agenda is more important than any member's desire to speak out of turn.
- k. It is okay to disagree. It is not okay to personally attack another member, staff, or a member of the public. Personal attacks and attacks questioning the motivations of anyone is unacceptable.
- l. Members must treat each other with respect.
- m. The By-Laws permit the HPG to make a recommendation to the Board of Supervisors for removal of members who are disruptive or fail to follow established guidelines.

I have read and understand this document:

Member Name: _____
Print

Member Signature: _____ **Date:** _____

*This is an agreement among HIV Planning Group (HPG) and committee members. This document does not supersede the HPG Bylaws, which is the official governance document for the HPG.