

Kentucky HIV/AIDS Planning and Advisory Council (KHPAC)

CODE OF CONDUCT

This Code of Conduct shall apply to all members of KHPAC and to KHPAC's standing committees, sub-committees, ad hoc committees, and workgroups, which are collectively referred to herein as "KHPAC."

Meetings are conducted according to Robert's Rules of Order. Cheat sheets are provided on Roberts Rules of Order, and in times of need, meetings are conducted according to a virtual format of Robert's Rules. The length of time KHPAC members are allowed to speak may be limited. Use of cell phones and pagers are asked to be kept to a minimum.

Each KHPAC member/meeting attendee shall cooperate with the presiding officer in preserving order and decorum as set forth in the KHPAC Bylaws. No member shall delay or interrupt the proceedings, or disturb any member while the member is speaking, except that the presiding officer may interrupt for the purpose of calling a member or members to order.

1. The presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue. Restrictions shall not be applied so as to limit the public's right to participate.
2. The presiding officer shall call any member to order who violates any section of the Code of Conduct. If a member is called to order while speaking, that person shall cease speaking until the question of order is determined.

Members should be aware that they serve the interest of the state of Kentucky HIV/AIDS community as a whole. Members do not serve private interests, and shall endeavor to treat all persons, issues, and business in a fair and equitable manner. Accordingly, members are prohibited from lobbying KHPAC or any member of KHPAC regarding any matter that is of a personal nature.

Presiding Officers' Duties

1. The presiding officer(s) will include the State and Community Co-Chairs or their designees from the Executive Committee.
2. The presiding officer(s) are responsible for the orderly conduct of business at each meeting and shall preserve order and decorum.
3. The presiding officer(s) shall ensure KHPAC business is conducted efficiently by enforcing the rules of debate; the presiding officer shall not monopolize discussion.

Governance Rules:

1. Remarks are addressed through the presiding officer, not to individual members or members of the public without the presiding officer's consent.
2. Members of KHPAC may speak in turn as recognized by the presiding officer.
3. Members of the public may be permitted to address KHPAC as appropriate and as recognized by the presiding officer.

4. When more than one individual requests the floor, the presiding officer shall establish a queue.
5. Time limits for speaking may be established by the presiding officer.
6. The presiding officer may restrict an individual from speaking when the individual's comments are repetitive or not germane to the issue. Restrictions shall not be applied so as to limit the public's right to participate.
7. KHPAC members may overturn a decision of the presiding officer by a majority vote.

General Conduct

1. KHPAC members shall adhere to the rules of decorum set forth in the KHPAC Bylaws.
2. Electronic communication devices shall be set on mute or vibrate.
3. At no time shall the presiding officer or a KHPAC member engage in any personally offensive or abusive remarks.
4. Members shall inform themselves on issues, listen attentively to discussion, and review relevant materials distributed prior to meetings.
5. There shall be no interruptions and no private conversations while business is conducted.
6. The presiding officer shall call any member to order who violates any section of this Code of Conduct. If a member is called to order while speaking, that person shall cease speaking until the question of order is determined.

Support staff personnel and state health department employees are present to assist the process, the presiding officer(s), and KHPAC members. Support personnel and state health department employees are entitled to be treated with courtesy and respect. Accordingly, the presiding officer(s) may issue warnings to KHPAC members/attendees and may also take other appropriate action to ensure compliance with this Code of Conduct and the KHPAC's Bylaws. Such action may be (but not limited to) removal from the meeting, suspension of member privileges, etc.

Members shall agree:

1. To refrain from engaging in improper or illegal voting on partnership matters.
2. To refrain from engaging in improper or illegal representation as a member of KHPAC on fiscal, legal, and/or other KHPAC matters.
3. To refrain from engaging in fighting, threatening behavior, and other gross violations of proper conduct at KHPAC or committee meetings.
4. To refrain from receipt of gifts, favors, or promises of future benefits.
5. To refrain from engaging in any breach of public trust.
6. To comply with the attendance requirements and other KHPAC requirements, as provided for in applicants orientation meeting and further set forth herein.
7. To refrain from engaging in any negligent or criminal activities in the performance of any duty assigned to them by law.

8. To comply with KHPAC's Bylaws.

Virtual Meeting Conduct

All attendees shall agree:

1. To uphold the same standards, rules, and procedures set forth for physical meetings.
2. The presiding officer(s) have the right to mute or remove those who do not follow virtual rules of conduct.

Members and visitors shall agree:

1. To attend virtual meetings in a low distraction setting.
2. To dress appropriately.
3. To leave their microphone on mute when not speaking.

Removal Process

Any violation of this code of conduct may result in KHPAC taking appropriate action against the KHPAC member, including but not limited to making a recommendation for the removal of member status.

1. The membership of KHPAC shall be evaluated by the Executive Committee annually. The evaluation process will take into consideration factors such as attendance and participation.
2. Any attendance lower than fifty-percent (50%) regardless of excuse shall be subject to removal from the council.
3. The Executive Committee may recommend a member's removal for good cause, which shall be subject to approval by the general membership and by the Governor or Governor's designee (Cabinet). Good cause includes but is not limited to attendance, behavior, etc.
4. Elected Executive Committee officers may be removed for good cause by a two-thirds (2/3) vote of the general KHPAC membership.
 - a. Voting on a motion to remove an officer may be held no earlier than thirty (30) days after the motion was moved and seconded.
 - b. The voting process must be conducted by secret ballot.
5. KHPAC general membership may recommend the removal of the State Co-Chair for good cause.
 - a. Voting on a motion of 'no confidence' for the State Co-Chair may be held no earlier than thirty (30) days after the motion was moved and seconded.
 - b. The voting process must be conducted by secret ballot.

c. The Executive Committee shall immediately provide a written report of the vote of ‘no confidence’ and its context to the Cabinet. Removal and subsequent replacement of the State Co-Chair is entirely at the discretion of the Cabinet.

I affirm that I have read, understand and shall abide by the Kentucky HIV/AIDS Planning and Advisory Council Code of Conduct.

Signature

Date