



# Code of Conduct

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## for Planning Council Members

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**Purpose:** This Code of Conduct has been created by the Phoenix EMA Ryan White Part A Planning Council in order to ensure Council members, individually and collectively, adhere to the highest possible ethical standards.

1. Every Council member will treat every other Council member, support staff, Grantee staff, and members of the public with courtesy and professionalism. Each Council member is reminded to respect and recognize the legitimate right of all Council members to be a part of any discussions and decision-making processes. This means that all Council members and guests at any given meeting will have the opportunity to speak and be listened to without interruptions.
2. Every Council member will be truthful and honest.
3. Every Council member will honor his/her time and meeting attendance commitments and be prepared for all Council work.
4. A Council member who is a current or potential Part A provider or otherwise has a conflict of interest shall identify her/himself as such when participating in Council discussions and decision making processes relevant to his/her service category.

5. Personal attacks on anyone will not be tolerated. Disagreements will focus on issues, not upon individuals.
6. While recognizing the individual's right to dissent, once decisions are made, every Council member will abide by the decision, regardless of her/his personal position.
7. Recognizing that within the confines of the Arizona Open Meeting Statute (Arizona Revised Statutes, Section 48-431 et seq.), all information presented at a Council or Committee meeting is part of the public record. Council members are encouraged to exercise discretion when discussing confidential or sensitive information, most notably an individual's HIV status.
8. Every Council member will honor his/her responsibility to present and consider the concerns of specific communities or populations, but shall also consider the overall needs of people living with HIV disease and balance the interests of both in discussion and decision making.
9. Every Council member will make every reasonable effort to speak positively about the Council in public. The Council will strive to address problems internally.
10. Any Council member who feels s/he cannot support the mission, goals, strategies, programs, and/or policies of the Council as agreed upon by the membership should consider resignation.
11. Every Council member will take responsibility not only for abiding by these rules of conduct personally, but also for speaking out to assure that all members abide by them.
12. Only the Council Chair may speak, publish materials, provide endorsements on behalf of, or represent the Council. Council members may take any of these actions only if they clearly articulate that they are speaking strictly on behalf of themselves and not the Council.

13. Every Council member will participate and allow the participation of every other Council member and guest without discrimination with respect to race, gender, religious belief, color, national origin, ancestry, age, physical or mental disability status, or sexual or gender orientation.
  
14. No Council member shall use alcohol or illegal drugs, or be under the influence of such, at any Council meeting.
  
15. Violation of this Code of Conduct may lead to corrective action up to and including removal from Council membership.

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Print Name

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Signature

Date