

Philadelphia EMA HIV Integrated Planning Council

Meeting Ground Rules

Approved December 2019

Meeting rules for all attendees. The following ground rules apply to meetings of the HIV Integrated Planning Council and its committees. These rules apply to everyone attending meetings.

1. Arrive on time. Call the office at 215-574-6760 if you are running late.
2. Silence your phone. Take any phone calls in the lobby or hallway.
3. Respect others' boundaries and personal space.
4. Don't share others' personal information.
5. Speak respectfully, including volume, tone, and word choice.
6. No personal attacks. Disagreements will focus on issues, not individuals.
7. Wait to be acknowledged by the co-chair/speaker before speaking.
8. Avoid side conversations and cross talk.
9. Ask questions when you need more information.

Meeting rules for members. In addition, Planning Council members must follow these final three rules.

1. The Planning Council addresses the needs of people living with and at risk for HIV as their top priority. Members serve the needs of the community, not their own interests.
2. Members will behave in a way that reflects this responsibility to the community.
3. Every member is responsible for both following all meeting rules and speaking up to ensure that others follow them.

Violations. If an individual violates these rules:

1. First, there will be a warning with a reminder of the rules.
2. After a second violation, there will be another warning with a reminder that the person will be asked to leave if the behavior happens again.
3. After a third violation, the person will be required to leave the meeting.