



CODE OF CONDUCT

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

Meetings are conducted according to Robert's Rules of Order. The length of time Partnership members are allowed to speak may be limited. Use of cell phones is also restricted.

Each Partnership member shall cooperate with the presiding officer in preserving order and decorum as set forth in the Partnership 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.

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

Members, when voting on allocation of funding, must vote in accordance with the Miami-Dade County Commission on Ethics and Public Trust's Advisory Opinion 05-50, which states in pertinent part: ". . .the Partnership member may vote on funding recommendations affecting a service category in which they are a provider as long as the member is not the sole provider in the particular category and the recommendation does not provide amounts or percentages among the providers in a particular service category." In the event a member has a conflict, the member must declare the conflict and shall abstain from the vote and step outside of meeting room prior to the vote. The member will complete Form 8B while outside the room and return the form to staff support personnel. The member shall return to the room after the remaining members have voted. Form 8B will be included with minutes of the meeting.

All members must comply with Florida's Government in the Sunshine Law and Public Records Act as further described in the Partnership Bylaws.

Presiding Officers' Duties:

1. The presiding officers are responsible for the orderly conduct of business at each meeting and shall preserve order and decorum.
2. The presiding officers shall ensure Partnership 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 the Partnership may speak in turn as recognized by the presiding officer.
3. Members of the public may be permitted to address the Partnership 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. Partnership members may overturn a decision of the presiding officer by a majority vote.

General Conduct:

1. Partnership members shall adhere to the Rules of decorum set forth in the Partnership's Bylaws.
2. Electronic communication devices shall be set on mute or vibrate.
3. At no time shall the presiding officer, a Partnership 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.

Staff support personnel and County employees are present to assist the process, the presiding officer and Partnership members. Support personnel and County employees are entitled to be treated with courtesy and respect. Accordingly, the presiding may issue warnings to Partnership members and may also take other appropriate action to ensure compliance with this Code of Conduct and the Partnership's Bylaws.

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 an agent of the Partnership on fiscal, legal and/or other Partnership matters.
3. To refrain from engaging in fighting, threatening behavior and other gross violations of proper conduct at Partnership 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 the public trust.
6. To comply with the attendance requirements and other Partnership requirements, as provided for in Sections 2-11.39 and 2-1102 of the Code of Miami-Dade County 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 the Partnership's Bylaws.

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



CODE OF CONDUCT AFFIRMATION

I affirm that I have read, understand, and shall abide by the Miami-Dade HIV/AIDS Partnership Code of Conduct.

Please Print Your Name

Signature

Date

Please return this page to Staff and retain the Code of Conduct for your records.