



CODE OF CONDUCT FOR SG/PRC BOARD AND COMMITTEE MEETINGS

Business etiquette is essential to a well-run and successful meeting. All individuals attending SG/PRC Board or Committee Meetings are expected to adhere to the following standards, which are aligned with our mission, vision, and values:

- Promote collaboration by supporting a productive, safe, and welcoming environment.
- Treat all participants with respect and consideration,
- Engage in open and inclusive discussions that do not demean, discriminate, or harass others.
- Refrain from using discriminatory, demeaning, bullying, threatening, or intimidating language.
- Focus on addressing ideas and suggestions, not individuals.
- Public comment is limited to a maximum of **three (3)** minutes per speaker.
- Individuals **must not** make public comment(s), display, or distribute documents containing the private information of individuals served, unless they are the parent of a minor served, conservator, or otherwise authorized rights holder of the individual whose information is being shared.
- SG/PRC is committed to safeguarding protected health information in accordance with applicable privacy laws and regulations.
- Respect the responsibility and authority of the Board President (Chair), or their designee, to preserve order, enforce this Code of Conduct, and conduct meetings in accordance with Robert's Rules of Order.
- Avoid interrupting others and wait to be recognized by the Board President (Chair) before speaking

Enforcement of Code of Conduct

To ensure a respectful and orderly meeting, and consistent with Robert's Rules of Order, the following steps will be taken if this Code of Conduct is violated:

- **Step 1: Warning** – The Board President (Chair), or their designee, will issue a verbal warning identifying the specific behavior that violates the Code of Conduct and directing the individual to come into compliance.
- **Step 2: Removal** – If the behavior continues after a warning, the individual may be ruled out of order. The individual may also be directed to leave the meeting or conclude their public comment, by the Board President (Chair) or their designee. In a virtual setting, this may include restricting their ability to further participate for the remainder of the meeting.

Failure to comply with a directive to leave may result in further action as permitted by applicable laws and governing policies. Furthermore, SG/PRC reserves the right to implement further safeguards for any violations to this conduct.

Board Approved: 06/24/2026