



TEXAS J REGIONAL ADVISORY COUNCIL

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www.texasjrac.org

Standard Operating Procedure

GENERAL SOP:

SOP NUMBER:

SOP EFFECTIVE DATE:

SOP REVIEWED:

SOP REVISED:

STANDARDS OF CONDUCT

G # 1

6/09

8/10

8/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article IX, Transactions of the Organization: 9.5 As long as the organization is in existence, an Officer, Director, or Participant of the Organization shall not:

- A. Act in violation of the By-laws or a binding obligation of the Organization.
- B. Act with the intention of harming the Organization or any of its operations.
- C. Act in any manner that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Organization.

The RAC is composed of unique individuals and groups from varied backgrounds and with diverse responsibilities. In order to respect our differences we will promote professional behavior and accurate, open communications within the RAC. The following responsibilities for each individual participating and/or representing an entity are set forth:

OPERATING PROCEDURE:

1. During the Board of Directors or any RAC Committee Meeting, only one person at a time has the floor. Respect for one another will be exemplified by:
 - being quiet when someone is speaking.
 - requesting to be recognized to speak by raising your hand.
 - placing beepers and cell phones on vibrate.
 - answering cell phones or text messaging outside the meeting room.
 - conducting private conversations outside the meeting room.
 - addressing questions, concerns and issues to the appropriate, responsible person in an open, non-confrontational manner.
 - following Robert's Rules of Order. A Parliamentarian may be appointed by the Chair for each meeting.
2. All Texas "J" RAC Participants will read and sign a Confidentiality / Nondisclosure Release Form. The Agreement must be reviewed and renewed by signing and dating the form annually at the first Board of Directors Meeting each year. A new participant must sign the agreement when attending his/her first meeting.
3. Any member of the Board of Directors, a Committee and/or the Executive Committee that is proven to have breached the Nondisclosure Agreement, will be immediately removed

from the Board of Directors and/or Committee. While a participant may continue to attend the Board of Directors Meetings they may not vote, nor may they attend Committee meetings. Lastly, they may not serve on the Executive Committee whether elected or appointed.

4. When the Board of Directors or RAC committees are not in formal meeting sessions:
 - refrain from participating in rumors and hearsay about RAC participants and RAC business.
 - avoid misrepresentation, do not take things out of context.
 - contact the appropriate, responsible member of the Executive Committee with your questions, concerns or issues.
5. Unacceptable conduct and/or complaints of inappropriate behavior will be investigated by the Executive Committee. Depending on the facts and circumstances of each situation the Executive Committee may initiate the Progressive Disciplinary Process.
6. Each step of the Progressive Disciplinary Process requires a three fourths vote of the Executive Committee members. Progressive Disciplinary Process:
 - Oral reprimand or intervention
 - Written reprimand or censure
 - Removal from the Board of Directors and/or Committee.
7. When necessary the Executive Committee will attempt to address issues within the region by using alternative dispute resolution methods, i.e. facilitation and grievance resolution. If regional methods are unsatisfactory then the issue will be referred to the Texas Department of State Health Services.