



## Alcohol and Marijuana Control Office

# Virtual Meeting Code of Conduct

I understand that by participating in any virtual board meeting or event hosted by the Alcohol and Marijuana Control office (AMCO), Alcoholic Beverage Control Board (ABC) or Marijuana Control Board (MCB), **I am agreeing to the following code of conduct:**

### Expected Behavior

- Because AMCO, the ABC Board and MCB value a diversity of views and opinions, all board members, invited guests, members of the public, and division staff will be treated with respect.
- Be considerate, respectful, and collaborative with fellow participants.
- Demonstrate understanding that the boards are following a business agenda and may reasonably change it to ensure meeting efficiency.
  - Unless invited ahead of time to address the board, the Chair may recognize members of the public to speak for a limited time during the public comment period.
- Recognize the Chair has the authority to manage the meeting, and staff may intercede to assist, if needed.
- All participants are subject to State and Federal laws.

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### Unacceptable Behavior

- Harassment, intimidation, stalking or discrimination in any form to any member of AMCO Staff, ABC Board, MCB Board or its licensees is considered unacceptable behavior and is prohibited.
- Physical, verbal or non-verbal abuse or threat of violence toward of any board member, invited guest, member of the public, division staff, or any other meeting guest/participant is prohibited.
- Disruption of any AMCO, ABC or MCB Board meeting or hosted online session is prohibited.
- Examples of unacceptable behavior include:
  - Interrupting the meeting without being recognized by the Chair.
    - IE: Interrupting the meeting to discuss issues not related to the agenda during a time that is not open for public comment.
  - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation;
  - Inappropriate use of nudity and/or sexual images in presentations;
  - Use of music, noise, or background conversations as a disruption. While this may happen briefly or incidentally, prolonged or repeated incidents are prohibited.
  - Shouting, badgering, or continued talking over the speaker who has been recognized by the Chair.

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## **Reporting Unacceptable Behavior**

If you or anyone else in the meeting is in immediate danger or threat of danger at any time, please contact local law enforcement by calling 911. All other reports should be made to a member of the management team.

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## **Consequences**

If the director of the division or any Board determines that a person has violated any part of this code of conduct, AMCO, the ABC Board, or MCB may take any of the following actions against any individual or group found to be in repeated violation of the Code of Conduct:

Sanctions may include, but are not limited to:

- Verbal or written warnings;
- Expel a participant from the meeting;
- Suspend attendance at a future meeting – both virtual and in-person;
- Prohibit attendance at any future AMCO, ABC Board or MCB event – both virtual and in-person;
- Report conduct to an appropriate state entity/organization;
- Report conduct to local law enforcement.