



Department of Commerce, Community, and Economic Development

Board Meeting Code of Conduct

I understand that by participating in any virtual board meeting or event hosted by a board within the Department of Commerce, Community, and Economic Development, **I am agreeing to the following code of conduct:**

Expected Behavior

- All board members, invited guests, members of the public, and 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.
- Speak only when recognized by the chair. When speaking, adhere to the topic and time limits.
- 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.

Unacceptable Behavior

- Harassment, intimidation, stalking, or discrimination in any form is considered unacceptable behavior and is prohibited.
- Physical, verbal or non-verbal abuse, or threat of violence toward any board member, invited guest, member of the public, staff, or any other meeting guest/participant by any meeting participant is prohibited.
- Disruption of any meeting or hosted online session is prohibited. Public participants should mute their microphones and turn off video when not recognized by the chair.
- Examples of unacceptable behavior include:
 - Interrupting the meeting without being recognized by the chair.
 - Making harassing comments or exhibiting other disruptive unprofessional behavior.
 - Comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, or political affiliation;
 - Sharing screen or presenting video without being recognized by the chair;
 - 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.

Reporting Unacceptable Behavior

If you witness any unacceptable behavior while attending a meeting, please report it to the staff liaison or division director. If you believe the behaviors constitute an immediate threat to public safety, please contact 911.

Consequences

If the director of the division/agency hosting the meeting determines that a member of the public has violated any part of this code of conduct, staff or board members 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;
- Limiting a participant's ability to engage in the meeting, including muting, stopping video, or expelling a participant from the meeting;
- Suspending attendance at a future meeting or event – both virtual and in-person;
- Reporting conduct to an appropriate state entity/organization;
- Reporting conduct to local law enforcement.

Department Contact

Questions or concerns may be directed to the department Boards and Regulations Advisor at (907) 465-2144.