



Agreement to Meetings Code of Conduct

In order that Board meetings run efficiently, and the work of the association is accomplished, the following guidelines will be observed during meetings.

During all meetings:

1. Meetings may only be recorded by the secretary to ensure that the minutes accurately reflect the meeting proceedings. All recordings will be deleted following the secretary's meeting transcription.
2. One person will speak at a time so that the person who has the floor is able to be heard by all.
3. Matters may be tabled due to time constraints.
4. IALHA is committed to a Culture Civility in which the volunteer members of the board may do the work of the organization in a safe and secure environment. This includes a meeting environment that is respectful, and free from any form of incivility that could interfere with the ability of the group to deliver on the mission of the organization. Forms of incivility include but are not limited to: discourteous actions, rudeness, name calling, derogatory remarks, using a condescending tone, public criticism, gossiping, lying, spreading rumors, ignoring, non-verbal innuendo, yelling, undermining activities, showing favoritism, blaming or rushing to judgment without the facts, withholding information, delayed replies, heavy sarcasm, sabotage, scapegoating, failure to respect privacy, and broken confidences. Any uncivil language or behavior will be addressed. If after being addressed it recurs, the person will be removed from the meeting at the request of the president or by vote of the board, and the individual must leave the room.

Those joining a meeting remotely:

1. Plan to log in to the meeting a few minutes early to allow time to work out any unanticipated technical challenges
2. Utilize a computer with a camera if at all possible. Second choice is to use the app on a phone with a camera. In this case, prop the phone on a surface, get the best reception you can and if you're outdoors, try to not be in a windy spot.
3. Using a phone with audio only is possible but the least desirable option because you are not afforded the benefits of the Zoom meeting features.
4. When meeting using this technology, it is most helpful if everyone who has video, turns the video on. Hold or prop the camera up so it's at eye level. (pointing the camera at your face from a low angle or only displaying the top of your head is usually not flattering and is distracting to others). Avoid distracting backgrounds.
5. Headphones are helpful; you will hear and be heard more clearly.
6. Listen with attention and speak with intention and tend to the wellbeing of the group. It is easy to get distracted when meeting remotely.
7. Please mute when not talking. The host will also help to manage mute during the meeting to facilitate the flow of the meeting by reducing background noise.
8. When voting is required, the host will ensure that everyone who has a vote is unmuted and a voice vote will be taken. If there is a question about the number of votes for, against or abstaining, either a poll will be created or the secretary will call out names to request the members' votes individually.

Read and Agreed to by:

Name

Date