

Code of Conduct

- **Demonstrate good manners, courtesy and consideration.**
- **Come to the meeting prepared. Complete all action items on time.**
- **Stick to the meeting agenda. Stay on task and on the topic being discussed.**
- **One person speaks at a time. Listen when others are speaking.**
- **Prior to speaking, permission must be obtained from the Chair.**
- **Address all remarks through the Chair. Do not address one another directly.**
- **Do not dominate the conversation, interrupt, participate in side conversations or make unnecessary comments.**
- **Confine remarks to the merits of the issue and avoid any reference to personalities.**
- **Never attack or question the motives of another member.**
- **Disruptive or disrespectful behavior or other breach of the Code of Conduct may result in suspension from participation or dismissal of the offending member from the meeting.**

There will be no tolerance for abuse, the use of derogatory remarks, personal insults, threats or any form of discrimination.