

## Code of Conduct

*{The following language is recommended but may be revised by each advisory committee.}*

### Purpose

The primary mission of the **[NAME] Area Commission on Transportation OR [Modal] Advisory Committee** is to advise the Oregon Transportation Commission (OTC) on state and regional policies, funding, and investments affecting the transportation system.

To achieve this mission, each advisory committee meeting should be an open forum where members feel secure sharing their values and viewpoints and all opinions are respected. Additionally, any reference to or discussions about advisory committee members outside of meetings should be respectful.

The Code of Conduct policy sets expectations to guide [advisory committee name] members in their actions during and outside of advisory committee meetings. This policy establishes options for managing conflict and a process for addressing unacceptable behavior.

### Conduct

#### ***During Advisory Committee Meetings***

- Communicate in a respectful and professional manner
- Hold oneself accountable
- Respect physical and verbal boundaries
- Build positive relationships
- Act in the best interest of the advisory committee's agreed-upon purpose
- Avoid personal comments that are intended to, or could reasonably be construed to, offend others
- Create opportunities for everyone to speak
- Exercise tolerance of the perspectives and opinions of others
- Refrain from making inappropriate comments
- Be welcoming to speakers and treat them with respect

#### ***Outside of Advisory Committee Meetings***

- Communicate in a respectful manner
- Limit discourse outside of meetings
- Discuss topic areas thoughtfully rather than attacking individual behaviors
- Be aware of the public nature of written notes, calendars, voicemail messages, and e-mail
- Understand proper political involvement
- Make no promises on behalf of the advisory committee in unofficial settings

## Managing Meetings

Advisory committee Chairs play an important role in ensuring meetings are open to all those who wish to participate in a respectful and constructive manner.

ODOT advisory committee staff, whether or not a member of the advisory committee, should encourage members to participate by establishing and maintaining open and constructive meetings and partner with the advisory committee Chair.

To encourage respectful dialogue and meeting efficiency, ODOT advisory committee staff and advisory committee Chair should ensure meetings should be conducted with the following actions:

<b>Maintain control</b>	Set clear expectations of time allotment and goals.
<b>Keep to the agenda</b>	Note when discussion has wandered away from the agenda topic and get back to the agenda item when necessary.
<b>Encourage full participation</b>	Ensure a respectful and safe environment for everyone to participate; free of insults, disrespect, yelling or other inappropriate behavior.
<b>Discourage time monopolizing</b>	Some members may monopolize time and discourage others from participation. The Chair should discourage this behavior and encourage quieter members to participate by allotting them time to speak.
<b>Weigh all contributions and summarize discussion points</b>	It is important to recognize all participation and consider all contributions. The Chair should note all the viewpoints and summarize impartially before any decisions are made.
<b>Keep calm with strong leadership</b>	advisory committee Chairs are considered leaders and others look to them to stay calm and provide fairness to all members.

## Addressing Unacceptable Behavior

### *During Advisory Committee Meetings*

Advisory committee Chairs and ODOT advisory committee staff should follow the steps below when addressing unacceptable behavior during advisory committee meetings. Advisory committee members may also assume this responsibility:

<b>1</b>	<b>Redirect</b>	Redirecting discussions back to the agenda topic may prevent escalated behavior and language.
<b>2</b>	<b>Verbal warning</b>	Any member or attendee acting inappropriately will be notified by the ODOT advisory committee staff or advisory committee Chair of such with a verbal warning.

<b>3</b>	<b>Asked to leave meeting</b>	Following a verbal warning, anyone who continues acting inappropriately will be asked by ODOT advisory committee staff or advisory committee Chair to leave the meeting for the remainder of the meeting.
<b>4</b>	<b>Written warning</b>	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who is asked to leave a meeting or is found to behave inappropriately toward an advisory committee member or other participant(s).
<b>5</b>	<b>Warning of removal from advisory committee</b>	ODOT advisory committee staff or advisory committee Chair may issue a warning of advisory committee termination to any member who continuously behaves inappropriately during or outside of meetings resulting in more than two written warnings in a span of 12 months.
<b>6</b>	<b>Removal from advisory committee</b>	The ODOT advisory committee member should consult with the advisory committee Chair for removal of any advisory committee member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.

### ***Outside of Advisory Committee Meetings***

In instances where inappropriate behavior associated with the advisory committee has occurred to anyone affiliated with the advisory committee (members, staff, the public, presenters), the following steps should be taken to address this behavior:

<b>1</b>	<b>Verbal warning</b>	Any member or attendee acting inappropriately will be notified by ODOT advisory committee staff or advisory committee Chair with a verbal warning that their behavior is offensive or inappropriate.
<b>2</b>	<b>Warning of removal from advisory committee</b>	A written warning from ODOT advisory committee staff or advisory committee Chair will be issued to anyone who has engaged in unacceptable behavior toward an advisory committee member or advisory committee meeting participants outside of the meeting whether in person, via email or other methods.
<b>3</b>	<b>Written warning</b>	The ODOT advisory committee staff or advisory committee Chair will issue a warning of advisory committee termination to any member who continues behavior after initial warning.
<b>4</b>	<b>Removal from advisory committee</b>	The ODOT advisory committee staff should consult with the advisory committee Chair for removal of any advisory committee

		member who behaves inappropriately. This decision will be based on the severity and/or frequency of behavior resulting in written warnings.
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## Reporting

Anyone witnessing or experiencing inappropriate behavior related to advisory committee activities may wish to discuss informally with advisory committee Chair or ODOT advisory committee staff and may wish to resolve the issue personally. Advisory committee Chairs and ODOT advisory committee staff should be available to anyone wishing to discuss concerning behavior.

Advisory committee Chairs should make themselves easily approachable and available for anyone who wishes to discuss concerning behavior or incidents. Advisory committee Chairs will determine if and when inappropriate behavior has occurred and work closely with advisory committee staff to determine appropriate next steps and communicate with those parties involved. It is understandable that some actions or behavior may need additional exploration for determining if action is needed and advisory committee Chairs will work closely with ODOT advisory committee staff to make the most informed decision.

Behavior that is considered unacceptable toward anyone associated with advisory committees should be reported as soon as possible to the designated individual(s) such as ODOT advisory committee staff or advisory committee Chair. Any member of the advisory committee, general public, staff, or presenters should report inappropriate or offensive behavior as soon as possible.

### ***Reporting Inappropriate Behavior***

Reports of inappropriate behavior can be to ODOT advisory committee staff or advisory committee Chair made by phone, email, or in person and can be made into formal record or not. If individuals feel comfortable doing so, it is recommended to document as many details as possible including related statements, physical actions, or other details as soon as possible after the incident. Reports of such behavior should be made to the ODOT advisory committee staff and include the advisory committee Chair and staff if they are not involved in the incident. Any incidents that involved the ODOT advisory committee staff, advisory committee Chair and other staff should be reported to the ODOT appointing authority(ies) related to the advisory committee.

A report should contain the following:

- Names of all parties involved including witnesses.
- Date(s), time(s), and locations of occurrence.
- Specific and detailed account of conduct believed to be inappropriate or offensive.
- Include related screenshots, recording, or other documents.

### ***Responding to a Report of Inappropriate Behavior***

The following steps should be completed when responding to a report or following an event:

- Provide specific information to facilitate understanding of what actions were deemed inappropriate.
- Offer resources or training to support the individual in addressing inappropriate behavior.
- Provide information on next steps if the actions occur again.
- Be made aware of any retaliation that occurs.
- Dismiss member, if necessary, by following the process described in the [advisory committee name] Bylaws or others guiding documents.
- Report back to those who filed the initial report or to the group if deemed appropriate.

### **Additional Resources Available**

The following resources related to codes of conduct and inappropriate behavior may be useful:

State of Oregon Department of Administrative Services State HR Policy on Professional Workplace Behavior: <https://www.oregon.gov/das/Policies/50-010-03.pdf>

*Contentious Meetings: Managing and Preventing* <https://www.naco.org/articles/contentious-meetings-managing-and-preventing>