



### ***Standard of Conduct Policy***

This policy and the Whittier Alliance Mission are to be prominently displayed and briefly discussed at all Whittier Alliance board/committee/task force meetings. Violation of these standards will not be tolerated and may result in immediate recess or adjournment of the meeting by the Chair. Consequences for the violator may include suspension, expulsion or other action to be determined by the board.

- Have fun!
- All meetings begin and end on time.
- All meetings will begin with introductions and an explanation of the meeting process.
- Come prepared to the meeting; read all relevant materials beforehand.
- Recognize and state when you have a conflict of interest. Do not vote on any motion that you have a stated conflict of interest.
- First assume good intentions. Acknowledge that everyone has something to learn and something to contribute. Operate with an open mind, ask questions, actively listen to each other, and weigh all opinions. Seek understanding first before agreement or disagreement, and make no judgmental statements.
- Raise your hand to speak, wait for the Chair to call on you, and speak succinctly to allow for further conversation. Allow for people who have not had a chance to speak yet to contribute their thoughts if you have already spoken, and prioritize giving time to voices of historically underrepresented people, populations and / or communities.
- Avoid acronyms or other language that may not be familiar to everyone.
- In the event a motion is made and there is debate on said motion, it is the Chair's prerogative whether to invoke procedure from Robert's Rules of Order to guide the debate. If that happens, the Chair will allow for up to three speakers for the motion and up to three speakers against the motion and the Chair will alternate between for and against speakers. Each speaker shall have up to one minute to speak. After three speakers for the motion and three speakers against the motion have spoken (or less if no others wish to speak) the debate shall close and the body shall vote on the motion.
- Keep the conversation focused on issues, not people, and do not criticize those who are absent.
- Keep confidential information confidential.
- Talk about meeting issues at the meeting, not in the parking lot afterwards.
- Put all cell phones on silent and turn off and personal electronic recording equipment for the duration of the meeting.
- Electronic recording of Whittier Alliance meetings that is not approved by the Whittier Alliance in advance of a meeting is prohibited from call to adjournment. Social media posting or other external communication by attendees must be focused on the content of presentations, not on individuals in the room, and must be consistent with other portions of this Standard of Conduct Policy.
- If needed, the Chair has authority to remove any person or animal from the meeting who violates the Standard of Conduct Policy or otherwise disrupts the meeting.
- The Whittier Alliance sign-in sheets and membership list will not be shared or sold to individuals, organizations or businesses.

### ***Non-discrimination and Anti-racism policy***

The organization's service to the community is unrestricted based on considerations of disability, national origin, race, color, creed, gender, gender identification, age, religion, marital status, sexual orientation or identification, and status with regard to public assistance or immigration status. The Whittier Alliance strives to be inclusive in all its activities of all persons. All chairs, facilitators and participants of Whittier Alliance meetings will prioritize the voices of historically underrepresented people, populations and / or communities; will not promote or tolerate racist, xenophobic, sexist, misogynistic, homophobic, transphobic, or other violent comments or language; will seek to teach all members anti-racist, equity-driven and inclusive approaches to community and neighborhood work in Whittier.

### ***Conflict of Interest Policy***

A conflict of interest is a situation in which a person has divided loyalties: One of the person's activities or concerns can be advanced only at the expense of another. Any time the possibility of personal or business gain could interfere with a judgment you make in a different role, you have a conflict of interest. If someone else might think you have a conflict, act as if you do. It is just as important to avoid the appearance of a conflict of interest, as it is to steer clear of an actual conflict. Whittier Alliance's full Conflict of Interest Policy is available upon request.

### ***Registration & Voter Eligibility***

If you live, own property or a business in the Whittier Neighborhood, you are a member of the Whittier Alliance. Per Article III, Section F. of the Whittier Alliance By-Laws, residents can verify their voting eligibility electronically or in person by providing a bill, account, or start-of-service statement due or dated within the past 30 days for: phone, TV, internet, solid waste, sewer, electric, gas or water, banking or credit card, rent or mortgage; an ID card showing a name and Whittier address; current residential lease or rent agreement; current student housing documentation; or utilize a registered third party voucher. Business and property owners must provide documentation of ownership that lists the owner's name, the property's Whittier address, and the full business name; a WA representative will respond with a signed notice indicating voting eligibility has been established. For full details on membership and voting eligibility please read the Whittier Alliance By-Laws. Copies available on request or at [whittieralliance.org/guiding-documents](http://whittieralliance.org/guiding-documents).