



Missouri de jure Assembly

CODE OF CONDUCT

The objective of Missouri de jure Assembly (MdjA) Code of Conduct is to create a peaceful, harmonious, and professional environment for members to freely exchange ideas and opinions, and to assist in the decision-making process in the accomplishment of our goals.

By joining the MdjA, you are required to adhere to the following guidelines:

- Act lawfully and honestly, exercising a high level of integrity at all times
- Conduct yourself in a manner that will not reflect poorly on MdjA
- Show a high level of respect, understanding and appreciation for other perspectives and opinions
- Cooperate and negotiate fairly to ensure decisions are properly made and dealt with fairly, and in the best interest of all parties involved
- Communicate with patience, understanding and transparency, whether in-person, online or via written correspondence
- Ensure all comments and/or behaviors, regarding sex, gender, race, religion, ethnicity, etc., are considerate and respectful
- Use MdjA resources ethically, effectively, and judiciously
- Disclose all conflicts of interests – Transparency is essential
- All MdjA business is considered confidential, unless specified otherwise
- Committee and working group information is considered confidential and is not to be shared internally unless authorized and approved (incomplete information may be misconstrued or misleading)
- Personal information of any kind is considered confidential and not to be shared, unless approved and authorized, e.g., email addresses, phone numbers, addresses, etc.

Meeting Conduct

- **Be Positive:** Treat people the way you want to be treated
- **Communicate clearly:** Speak calmly, respectfully, and intelligently
- **Keep it Clean:** Use language that is kind and courteous
- **Stay on Topic:** Discussion is productive when it stays on topic
 - If you wish to contribute something that is off-topic, request to table for discussion at the end of the meeting
- **Be Visible:** When joining a Telegram or Zoom meeting, turn on your video, if possible, and display your name – Let people know who you are
 - Put yourself on mute unless speaking



- **Contribute:** Your voice and participation are key to our success
 - Share your knowledge, experience, and/or views without being judgmental
- **Respect the Moderator and the Sergeant at Arms** – It is their role to maintain order
- **Keep Private Matters Private:** If you have something private to discuss, alert the moderator, officer or the Sergeant at Arms and they will arrange for a separate, private meeting

Code of Conduct Violations

Inappropriate conduct, within MdjA or outside of MdjA, will not be tolerated. All complaints submitted to the MdjA will be dealt with promptly.

If a complaint is filed, the MdjA office will document the violation and notify the member, in writing, of the violation. The member will be given a specified amount of time to respond, generally within three business days. Following the member's response, the officers will decide the best action to take and notify the member.

Meeting Conduct - Expectations and Consequences

We are united in our passion and drive to improve Missouri, but there are times when emotions can get the best of us. It is up to each member to keep their emotions under control; adherence to the Code of Conduct is essential.

It is the role of the Sergeant at Arms and moderator to maintain meeting order. For out-of-order conduct, the Sergeant at Arms or moderator may take the following actions:

- Issue one or more out-of-order warnings
- Restrict meeting attendance
 - The person in violation may be allowed to attend but restricted from commenting
 - Restricted from attendance for a specified period of time
- Immediate removal from the meeting
 - The Sergeant at Arms may immediately remove a person from a meeting for excessive and/or abusive conduct
- Temporary ban from meetings
 - For excessive and/or repeated violations, the member will receive a warning of a potential ban from MdjA – A second warning will be issued before the recommendation moves to the MdjA Officers for review and vote
 - > If banned, the member is suspended and temporarily loses all decision-making and voting rights
 - > A ban may be issued for six months, one year or longer



Member Terminations

The MdjA Council reserves the right to immediately remove a member from MdjA, by majority vote rule. A few examples of why an MdjA member may be terminated are as follows:

- Behavior that endangers anyone, within or outside of MdjA
- Egregious conduct
- Subversive actions
- False representation

A terminated member has the right to appeal the termination. The MdjA Council will vote, by majority rule, to decline the appeal or rescind the termination.

