

AS Virtual Meeting Code of Conduct - General Statement

The Miramar College Academic Senate is committed to providing a safe, productive, and welcoming environment for all Senators and meeting participants. All participants are expected to abide by this Virtual Meeting Code of Conduct. If you experience derogatory, demeaning, or harassing behavior, you have the right to report it to the AS Professional Standards and Ethics Committee.

Behavior That is Expected and Encouraged

- Listen with a goal of understanding.
- Focus on what is right; not who is right. Direct critiques toward ideas and practices rather than people.
- Treat others the way you would like to be treated, with kindness, respect, and consideration. Be considerate of privacy and personal boundaries.
- Actively seek to challenge your personal biases, assumptions, and preconceived stereotypes. Notice any shift in your emotions and consider why before responding.
- Be conscious of how your words and actions (including unintentional ones) might harm others.
- Be aware of privilege and power dynamics. If you find you are talking or commenting a lot, consider stepping back to leave more space for others. If you share the work or ideas of others, give credit where it is due.
- During intense discussion, Senators will address the President/Chair/Discussion leader and not one another.

Behavior That is Strictly Prohibited

- Demeaning, discriminatory, or harassing behavior and speech directed toward others, whether in person or in print.
- Discrimination, including unfavorable or disparate treatment to others because of any aspect of their identity, appearance, or protected class.
- Harassment and harassing behavior, including use of derogatory, disrespectful, or hostile comments, bringing up unrelated issues, or any behavior that interferes with another person's participation in the meeting.
- Sexual harassment, including use of sexual images, jokes of a sexual or gendered nature, or any unwelcome contact of a sexual nature in any medium.
- Interrupting or taking time away from recognized speakers.

Duties of the Academic Senate President or Designee

The Academic Senate President monitors and facilitates speakers by:

1. Maintaining list and order of speakers
2. Providing courtesy timer for speakers:
 - 1 min. warning for items of 5-10 mins.
 - 5 min. warning for items of 10 min. or more
 - 1 min. warning at end
3. Assuring speakers are on topic of agenda item
4. Allowing first time speakers to speak prior to those speaking a second time
5. If any member of the Senate or guest should violate the Code of Conduct, the Academic Senate President has the discretion to step in to call out the misbehavior at that time. They also reserve the right to contact that person directly following the meeting to address the behavior. The Professional Standards and Ethics Committee will collect and document any violations of the code of conduct.

Use of Zoom "Chat":

- The Academic Senate President or Designee monitors the chat and relays questions brought forth by the body in chat as a facilitator of the meeting.
- The chat feature is to be used for professional purposes only, i.e. to post questions for facilitator or group consideration or post information requested by the body.
- It has been made clear that this space is sometimes used for uncivil discourse and inappropriate conversations.
- Please refrain from using it for anything other than its professional purpose.
- Chat remains open to the Parliamentarian and other meeting hosts throughout the meeting. During "Discussion," the chat feature will be open to the group for the period of Discussion only. Outside of discussion time, private messages can be sent to the Parliamentarian and hosts.