

## **Code of Conduct for Public Board Meetings**

### **Scope of Application**

This policy applies to all persons attending public meetings of the Board of Directors (“Board”) of the Friends of the Ridgefield National Wildlife Refuge. In the following policy, the “audience” refers to any attendee of the public meeting that is not on the current Board.

### **Policy**

This Code of Conduct is intended to promote open meetings that welcome debate of issues considered by the Board. To that extent, we aim to conduct ourselves professionally and offer feedback in a constructive way so that an atmosphere of inclusivity, fairness, courtesy, and respect for differing points of view is maintained.

#### **1. Public Meetings**

- a. Persons in the audience will refrain from behavior that disrupts a public meeting of the Board. This will include making disruptive comments or gestures, interrupting Board members or other members of the public, or engaging in any other activity that disturbs, disrupts, or impedes the orderly conduct of the meeting.
- b. Persons in the audience will refrain from creating, provoking, or participating in any type of disturbance involving unwelcome physical contact or verbal abuse.
- c. Persons in the audience will silence and refrain from using mobile phones or other electronic devices while the meeting is in session.
- d. The foregoing policies set forth in this Section apply to meetings of the Board as well as Board committees.

#### **2. Addressing the Board**

- a. Persons wishing to address the Board on any item other than a matter on the Board agenda may do so by raising their hand if the Board President asks for citizen comments; or by submitting proposed questions or comments to FRNWR administrative staff 7 days in advance of a regularly scheduled Board meeting. Upon review of proposed comments, the Board President may, at their discretion, add the public comment to the agenda for the Board meeting and distribute the proposed questions or comments to the members of the Board.
- b. In exercising their discretion to permit public comment, the Board President shall consider relevant factors, including the expected duration of the meeting; number of agenda items to be addressed; number of speaker requests received; relevance of the proposed subject matter to the operations of FRNWR; timeliness of the subject matter of the request; and whether the subject matter of the request is within the Board’s authority to address.

Failure to comply with this Code of Conduct, use of inappropriate or abusive language toward members of the Board or Board committee or other attendees, and any conduct which will disturb, disrupt or impede the orderly conduct of the Board or committee meetings shall result in removal from the meeting. Repeated offences may, at the discretion of the Board as a whole, may result in disinvitation to future Board meetings.