

**ADOPTED BY THE ACCF BOARD OF DIRECTORS  
AUGUST 2020**

**Conduct Guidelines**

The Arlington Civic Federation is a non-partisan forum for discussion and advocacy of community issues. Since open debate of issues can be at times controversial, we expect the highest level of courtesy from meeting participants. Those who do not exhibit courtesy and respect for others may be asked to leave the meeting and may be prohibited from attending future meetings. If you have questions, please refer to the Meeting Guidelines posted on the Arlington Civic Federation website, or to the chair of the meeting.

**General Guidelines**

- 1) Be respectful of others at all times – in person, in correspondence and in chat groups. While ideas should be debated, they should never be dismissed;
- 2) Come to meetings as prepared as possible;
- 3) At monthly meetings (in person and online) arrive 15 – 30 minutes early so that delegate attendance can be documented;
- 4) Turn off your cell phone, mute your background audio, set up your online device in advance.

**Speaking Guidelines**

- 1) Chairs: announce time limits and deadlines. Participants: respect announced time limits and deadlines;
- 2) New delegates and delegates who have not spoken before should be the first to speak. A delegate may speak only once on an issue until all others have had an opportunity to speak. At monthly meetings, speakers should state their name, and the organization they represent before speaking;
- 3) Speakers need to be recognized by the meeting chair. A speaker having got the floor, is entitled to be heard to the end, or till the time expired; without interruption;
- 4) Speak politely;
- 5) Lastly, and most importantly *really listen to what others have to say.*