

CONNECTICUT ASSOCIATION OF THE DEAF, INC.

Constitution & By-Laws

Revised as of 11/04/2023

ARTICLE I - NAME

This Association shall be called "The Connecticut Association of the Deaf, Inc." (CAD).

ARTICLE II - PURPOSES AND POWERS

Section 1 – The mission of the CAD as a state association is to promote, protect, and preserve the rights and quality of life of Deaf, DeafBlind and Hard of Hearing citizens of Connecticut. The CAD is a civic, non-profit organization serving the Deaf, DeafBlind and Hard of Hearing community needs in the areas of:

Access	Advocacy
Civil Rights	Communication
Education	Employment
Empowerment	Technology

The CAD promotes awareness, equality, and interaction through its various activities.

Section 2 - Said corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law). This Association is to provide for greater effectiveness in securing and promoting the best interests of the deaf, deafblind and hard-of-hearing individuals in the state of Connecticut; for mutual assistance, and encouragement in bettering their intellectual, industrial and social condition and for the enjoyment of social pleasure attendant upon periodic conventions. No substantial part of the activities of the cooperation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3 - Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Small Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future of United States Internal Revenue Law) or (b) a corporation, contributions to which are deductible under Section 170(C)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III - MEMBERSHIP

Section 1 - Classes of membership: This Association shall have five (5) classes of membership: Active, Associate, Senior/Student, Honorary, and Organizational.

- a) Active membership: Any deaf, deafblind or hard-of-hearing person of good moral character living in the state of Connecticut shall become an Active member of the Association upon payment of the appropriate membership dues.

- b) Associate membership: Any person of good moral character who is not a resident of Connecticut or who is non- deaf and who is actively interested in the objectives of the Association may become an Associate member upon payment of the appropriate membership dues. Such member shall not have any voting privileges and shall not hold office in the Association.
- c) Senior/Student membership: The eligibility of senior membership is 60 years, or older and such a member may become a senior member of the Association upon the payment of the appropriate membership dues. Student membership is available to any individual enrolled in a secondary or post-secondary education program.
- d) Honorary membership: This lifetime membership shall be based on recognition of an individual's outstanding service to the deaf, deafblind and hard-of-hearing people. Such membership be conferred by two-thirds (2/3) vote of the members present at a general meeting. Honorary members shall not have any voting privileges and shall not hold any elective office in the Association.
- e) Organizational membership: Any organization may become an affiliate member of the CAD with no voting privileges. Appropriate membership dues shall be paid.

Section 2 - Dues.

- a) Annual dues for any kind of membership shall be fixed in such amounts as the Association shall determine from time to time.
- b) A majority (1/2 +1) vote at a general meeting of the Association shall be required in order for the Association to change the amount of dues for any class of members.
- c) Only those active members whose dues are paid in full shall have voting privileges.
- d) The annual dues to maintain active membership in CAD are payable each year on the anniversary date any member joined CAD. Should an active member be in arrears for at least six (6) months, that member shall cease being an active member, thus not continuing as an officer, board member, committee chair, and committee member.

Section 3 - Reinstatement.

- a) A former member can be reinstated as a new member upon payment of the appropriate membership dues.

Section 4 - Affiliations.

- a) **National Association of the Deaf**
This Association shall be a state association member of the National Association of the Deaf (NAD). Appropriate number of delegate(s) and alternate delegate(s) shall be appointed by the Executive Board.
 - (1) If the Delegate(s) is not one of the elected or appointed members of the Executive Board, then he/she shall be a non-voting member of the Executive Board.
 - (2) The appointed Delegate(s) must maintain state residence up to and the through the Conference, he/she shall forfeit the position and be replaced by the appointed Alternative Delegate(s).

b) **Connecticut Council of Organizations Serving the Deaf**

This Association shall be a member of the Connecticut Council of Organizations Serving the Deaf (CCOSD). CAD shall have two voting representatives to the CCOSD Council.

This Association and the Connecticut Council of Organizations Serving the Deaf (CCOSD), upon a two-thirds (2/3) majority vote of members from both organizations to approve the framework of unique affiliation/partnership reflected in their By-Laws, shall implement this concept effective January 1, 2024. The major focus of this approach is advocacy with the following purposes:

- 1) to function as an advocate by communicating with a united voice on matters concerning Deaf, DeafBlind and Hard of Hearing citizens.
- 2) to host an Annual Forum on various topics affecting the Deaf Community and the Legislative Breakfast usually held at the Legislative Office Building (LOB).

The CAD will provide support to CCOSD in terms of three officers to serve as a presiding officer, a secretary and a treasurer as part of the partnership with CCOSD. The CCOSD will continue with the Council set up of representatives from various organization members from the Deaf, DeafBlind and Hard of Hearing Community and Hearing Allies to make decisions regarding programs and activities of the Council, including the Annual Forum and the Legislative Breakfast.

Accordingly, the Second Vice President and the Chair of Legislative Committee shall serve as the two CAD representatives to the CCOSD Council.

c) **Connecticut Retirement Community**

This Association shall be a member of the Connecticut Retirement Community, Inc. (CRC). Three (3) board member representatives shall be appointed by the Executive Board.

d) **Connecticut Registry of Interpreters of the Deaf**

This Association and the Connecticut Registry of Interpreters of the Deaf (CRID), upon the majority vote of approval of both Boards of CAD and CRID, shall appoint a board member representative to attend each organization board meetings to develop, maintain, and foster good working relationships between both organizations.

e) **DeafBlind Association of Connecticut**

This Association and the DeafBlind Association of Connecticut (DBAC), upon the majority vote of approval of both Boards of CAD and DBAC, shall appoint a board member representative to attend each organization board meetings to develop, maintain, and foster good working relationships between both organizations.

f) **Connecticut Deaf Seniors Citizens**

This Association and the Connecticut Deaf Seniors Citizens (CDSC), upon the majority vote of approval of both Boards of CAD and DBAC, shall appoint a board member representative to attend each organization board meetings to develop, maintain, and foster good working relationships between both organizations.

ARTICLE IV - THE EXECUTIVE BOARD

Section 1 Composition.

- a) The Executive Board shall consist of the elected officers of this Association: President, First Vice-President, Second Vice President, Secretary, Treasurer, Law Chair and five (5) Board

Members-at-Large. The elected officers, as members of the Executive Board, shall appoint the following appointed officers: Conference Chair, Deaf CT Ambassador State Director, Youth Program Coordinator, Editor of the CAD Newsletter, Legislative Committee Chair and Website/Media Manager upon the recommendation(s) of the President.

If Conference Co-Chairpersons are appointed, they shall have one vote.

- b) The immediate Past President shall be a voting member of the Executive Board. If the President is re-elected, the position shall be left vacant.

Section 2 - Quorum of the Executive Board Meetings.

- a) A majority ($\frac{1}{2} + 1$) of the elected officers and appointed voting officers shall constitute a quorum of the Executive Board meetings.
- b) Executive Board members may participate in the meeting with the use of video conferencing technology for a valid reason at the discretion of the President.

Section 3 – Duties.

- a) Between the Biennial Conferences of this Association, the Executive Board shall be the governing authority for the business/operation of this Association.

Section 4 - Elections

- a) The officers of this Association shall be elected by a majority vote by the members of this Association at the Biennial Conference.
- b) Candidates for the elective offices must be a member in good standing of this Association at least one year immediately prior to nomination for and election to office.

Section 5 - Term of Office; Oath of Office; Transfer of Records and Assumption of Duties

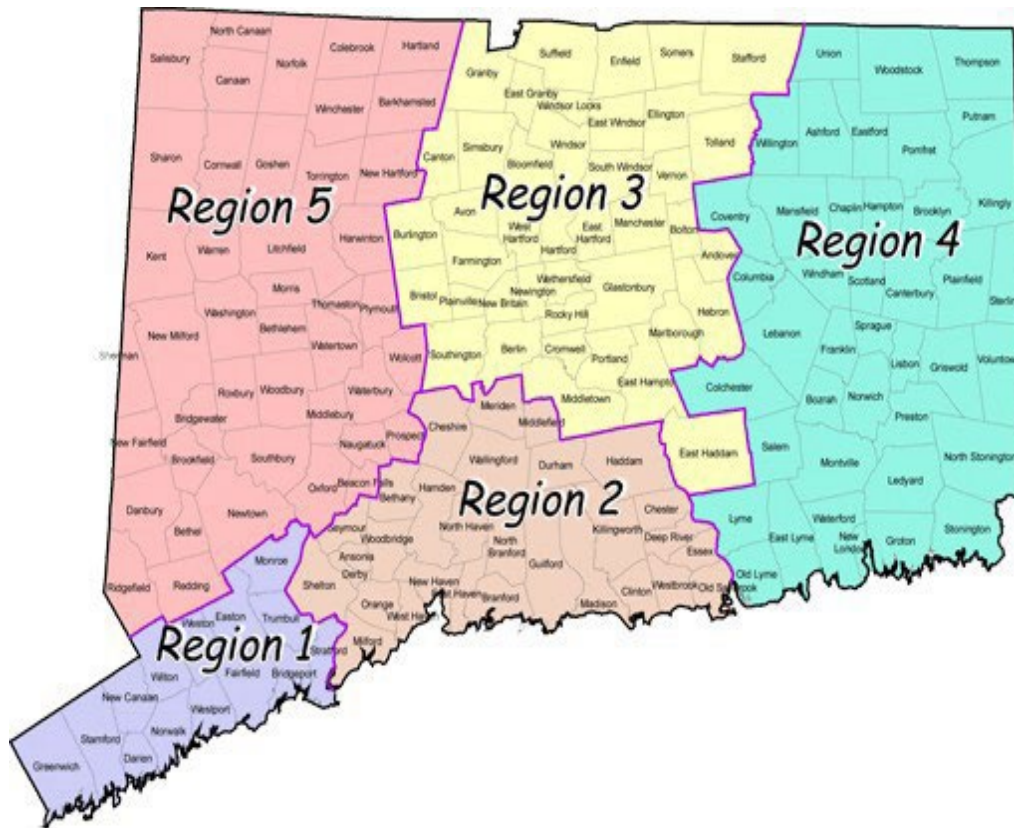
- a) The officers shall serve for a term of two (2) years. Official materials and reports relating to any office shall be turned over to the newly elected officers within thirty (30) days.
- b) The newly elected officers shall assume the responsibilities of their offices immediately after taking the oath of office. The Oath of Office shall be as following:

“ I _____(name) as_____(office) do solemnly swear to perform faithfully my duties and responsibilities to the best of my ability according to the CAD Constitution & By-Laws”.
- c) The members of the newly elected Executive Board and members of the outgoing Executive Board shall meet within thirty (30) days after the Conference to work out a smooth transfer of responsibilities. The new and immediate past Presidents shall determine the date and time of the meeting. The newly elected CAD Executive Board shall meet during January of the New Year and the meeting agenda shall include consideration and approval of appointments of chairpersons of various committees.
- d) Any elected officer shall not hold the same office for more than three (3) consecutive terms.

Section 6 – Board Members At Large.

- a) There shall be five (5) elected Board Members At Large of this Association with terms of two (2) years each. There shall be one (1) Member At Large from each of the five (5) demographic regions: North Central, South Central, East, Northwest, and Southwest.
- b) The attached Connecticut Map showing five (5) distinct demographic regions forms the basis for electing five (5) Board Members - At - Large: one (1) Member At Large from each of the five (5) demographic regions.

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Section 7 - Regular Executive Board Meetings.

- a) The Executive Board shall meet at least three (3) times a year at a place to be determined by the members of the Executive Board.

Section 8 – Vacancy.

- a) All vacancies in office shall be filled by action of the Executive Board. A two-thirds (2/3) vote of the full Executive Board shall be required to fill such a vacancy.

Section 9 - Removal of Officers or Board Members At Large.

- a) An Officer or Board Member At Large may be removed from office by the action of the members of this Association, by a petition of no less than ten (10) signatures of members, whenever in their judgment, the best interests of this Association shall be served thereby, but such removals shall be without prejudice to the contract rights, if any, of the officers so removed. A two-thirds (2/3) vote of the members present at a special meeting shall be required to remove an Officer or Board Member At Large from such office.

ARTICLE V - DUTIES OF OFFICERS AND BOARD MEMBERS

Section 1 – President:

- a) Shall preside at all meetings of this Association and the Executive Board.
- b) Shall appoint chairpersons of the Standing and Special Committees, Awards Committee, and all other committees not otherwise provided for by this Association with the approval of the Executive Board.
- c) Shall be an ex-officio member of all committees.
- d) Shall call for special meetings whenever such meetings become necessary.
- e) Shall assign specific duties to each member of the Executive Board.
- f) In case of a tie vote of the Executive Board members, the President may use his/her vote to break the tie.
- g) Shall appoint at least two (2) members of the Auditing Committee with the approval of the Executive Board, who live near the treasurer's home. The auditing committee members shall not be members of the Executive Board.

Section 2 – First Vice President:

- a) Shall serve as the principal associate to the President; will chair committees on special subjects as designated by the President.
- b) Shall chair a special event, program or activity during the “Deaf Awareness Week” (DAW), usually on a Saturday during the third week of September.
- c) Shall assist the President in working with the Conference Chair.

- d) Shall assist with this Association's public relations.
- e) Shall perform other duties as assigned by the President or the Executive Board.
- f) Shall serve as Acting President during the absence of the President.
- g) Shall fill the office of the President when the President is, for any reason, unable to perform his/her duties, upon resignation or death.

Section 3 – Second Vice President:

- a) Shall function as President of CCOSD in accordance with affiliation/partnership agreement as per **Article III, Memberships, Section 4, Affiliation, (b)**.
- b) Shall be the presiding officer of the Council and the Chair of the CCOSD Executive Committee.
- c) As President of CCOSD, shall serve as a Board Member of the State Advisory Board for Persons who are Deaf, Hard of Hearing or DeafBlind.

Section 4 – Secretary

- a) Shall keep accurate records of any meetings of this Association and the Executive Board.
- b) Shall become the custodian of the Association's historical records and the minutes of all meetings.
- c) conduct the general correspondence of this Association.
- d) Shall send notice of meetings to members of this Association or the Executive Board, whichever is appropriate.
- e) Shall perform other duties as assigned by the President or the Executive Board.
- f) Shall recommend an appointment of **Assistant Secretary** to the President and then to the Executive Board for approval with the following duties:
 - 1) Shall assist the Secretary with the preparation of the minutes of the Biennial Conference and the Executive Board meetings.
 - 2) Shall serve as a back up to take minutes of the CAD meetings.
 - 3) Shall function as Secretary of CCOSD in accordance with affiliation agreement as per **Article III, Memberships, Section 4, Affiliation, (b)**.

Section 4 – Treasurer:

- a) Shall be bonded if required by the Executive Board at the expense of this Association.
- b) Shall receive all monies belonging to this Association.
- c) Shall deposit all monies belonging to this Association in a bank.
- d) Shall keep an account of all properties, investments, and funds of this Association, which shall at all times be open for inspection.
- e) Shall present reports on all funds of this Association at each regular Executive Board meeting and at the Biennial and General meetings. At the time new Officers begin their terms, if not re-elected, the retiring Treasurer shall turn over all funds, records, and a full report audited by the Auditing Committee.
- f) Shall be present at the Auditing Committee meetings.
- g) Shall comply with required Federal and State reports and/or filings.
- h) Shall recommend an appointment of **Assistant Treasurer** to the President and then to the Executive Board for approval with the following duties:
 - 1) Shall assist the treasurer with collection of membership dues.
 - 2) Shall keep a file showing the names of members, their addresses and dates of membership.
 - 3) Shall provide the Secretary and Vice President with an up-to-date list of all members in good standing at the time of each Association meeting. Complete with any changes of addresses.
 - 4) Shall perform other duties as assigned by the Treasurer.
 - 5) Shall function as Treasurer of CCOSD in accordance with affiliation agreement as per **Article III, Memberships, Section 4, Affiliation, (b)**.

Section 5 – Law Chair

- a) Shall act as Parliamentarian.
- b) Shall oversee changes in the By-Laws, chairing the By-Laws Committee.

Section 6 – Board Members At Large:

- a) The Board Members At Large shall carry out whatever responsibilities are assigned by the President or the Executive Board.

Section 7 - Immediate Past President:

- a) The Immediate Past President shall provide ongoing guidance and counsel to the officers and members of this Association. The Executive Board may assign special responsibilities to him/her.

ARTICLE VI – STANDING COMMITTEES

Section 1 - Chairpersons of Standing Committees.

Not later than thirty (30) days after the beginning of his/her term, the president shall appoint Chairpersons of the Standing Committees not otherwise provided for by this Association: **Awards, Auditing, Biennial Conference, By-Laws, Education, Legislation, Membership, Youth Program** and other committees as established by the Executive Board.

- a) The chairpersons of the standing committees submit quarterly reports to the Executive Board.
- b) Submit the written reports for the general meeting at the Biennial Conference.

Section 2 – Auditing Committee:

- a) Shall consist of a body of at least two (2) members, including the appointed chairperson.
- b) Shall audit the Treasurer's books at least two (2) times per year and report to the Executive Board.
- c) Shall audit all Association funds.
- d) Shall carry out whatever responsibilities are assigned by the President or the Executive Board.

ARTICLE VII - MEETINGS of the ASSOCIATION and TOWN HALLS / WORKSHOPS

Section 1 - General Meetings.

- a) The Association shall have a General Meeting in the Fall at the CAD Biennial Conference during odd-number years.
- b) This Association shall have an event and information sharing session in the Spring during even-number years.

Section 2 - Date of Biennial Conference.

- a) The Biennial Conference of this Association, at which the Executive Board shall be elected, may be held during the Fall season of odd numbered years at such location and time recommended by the members of the Association or by the Conference Committee with the approval of the Executive Board.
- b) In case of emergency, the President, with the approval of the Executive Board, may reschedule the planned Biennial Conference to be held at a different and appropriate time frame and at a location in-person or via a virtual meeting format.

Section 3 - Special Meetings.

- a) Special meetings shall be called at any time by the President or by a majority of the members of this Association.

Section 4 - Notification Date for General Meetings

- a) Notification of General Meetings shall be done in writing or through email, the CAD Newsletter/Website, or other electronic means by the Secretary at least four weeks prior to the date of the meeting.

Section 5 - Quorum of the General or Special Meetings of the Association.

- a) One-fifth (1/5) of the active members in good standing shall constitute a quorum.

Section 6 - Majority (1/2 +1) Vote.

- a) With a quorum, a majority vote of the members present and entitled to vote shall be required for any action by the Association.

Section 7 - Two-thirds (2/3) Vote.

- a) With a quorum, an affirmative vote of two-thirds (2/3) of the members present and entitled to vote shall be required for any business that requires a two-thirds (2/3) majority vote.

Section 8 – Town Halls/Workshops.

- a) Town Halls may be held from time to time on some big topic or issue with presentations with the idea of getting feedback from the participants.
- b) Workshops may be held during the Deaf Awareness Week and/or other weekend or special time.

ARTICLE VIII - FISCAL YEAR

Section 1 - Dates of the Fiscal Year.

- a) The Fiscal Year of this Association shall be from January 1 to December 31.

ARTICLE IX - ORDER OF BUSINESS

Section 1 - The business of this Association shall be taken in the following order:

- a) Roll Call
- b) Call the Meeting to Order
- c) Approval of Minutes
- d) Treasurer's Report
- e) Correspondence
- f) Reports of Officers
- g) Reports of Committees
- h) Special Orders
- i) Unfinished Business
- j) New Business
- k) Elections
- l) Announcements
- m) Adjournment

ARTICLE X – DISSOLUTION

Section 1 - This Association may be dissolved by a two-thirds (2/3) vote of the members present at a general meeting and entitled to vote.

Section 2 - In the event of the dissolution of this Association, all remaining assets, real and personal property of whatever nature, shall be transferred to the National Association of the Deaf (NAD).

ARTICLE XI - AMENDMENTS

Section 1 -These Bylaws may be amended at any general meeting of the Association by a two-thirds (2/3) vote of the members present and entitled to vote, provided that notice of such amendment (s) has been given in writing or through email, the CAD Newsletter/Website, or other electronic means to all Association members at least thirty (30) days prior to the meeting at which the proposed amendment is to be considered for adoption. All proposed amendments shall be given to a By-Laws Committee for proper wording and presentation.

Revisions Approved:

11/04/2023
11/06/2021
11/02/2019
11/02/2013
10/15/2011

STANDING RULES

Revised as of 11/04/2023

Standing rules remain in force from the time of adoption until they are amended, suspended or repealed. Standing rules are adopted, amended or suspended by a two-thirds (2/3) vote without notice or by a majority vote if previous notice is given. Standing rules are usually printed following the By-Laws and a copy should be filed in the minutes book.

Section 1 - Amount of Dues.

- a) Active member dues shall be \$20.00 per individual or \$35.00 per couple per year.
- b) Associate member dues shall be \$20.00 per year.
- c) Student dues (High School and College) shall be \$15.00 per year.
- d) Senior Citizen dues shall be \$15.00 per year.
- e) Honorary members are exempt from paying dues unless they desire the privileges of Active or Associate membership.
- f) Organizational membership dues shall be \$100.00 per year.

Section 2 - Authorized Association Payments

- a) Payments such as checks, credit/debit or other means shall be made by the Treasurer with the approval of the President or the First Vice-President.

Section 3 - Finance Report Signatures.

- a) Audited reports of this Association shall be signed by at least two (2) members of the Auditing Committee.

Section 4 - Biennial Conference.

- a) The conference fund shall not exceed \$500.00. Any balance over that amount after the conference shall be transferred to the CAD General Fund.

Section 5 - NAD/CAD Deaf and Hard of Hearing Pitch Competition Program

- a) The Pitch Competition Program for deaf and hard of hearing youth ages 18 to 30 operated by the CAD according to the guidelines of the NAD, is under the direction of the Youth Program Coordinator and the Program Committee. The Program may raise and receive funds and shall deposit all its funds in the CAD treasury under the supervision of the CAD Treasurer. The CAD Treasurer and the Youth Program Coordinator may develop guidelines for the day-to-day operation of the Pitch Competition Program, including the use of CAD payment methods as outlined in Standing Rules, Section 2, subject to the approval of the Executive Board.

Section 6 - Guidelines for CAD Awards

a) **GOLDEN HAND AWARD** - a statewide program of service recognition given jointly by the Connecticut Association of the Deaf (CAD) and the National Association of the Deaf (NAD). It is a CAD/NAD project to recognize outstanding individuals and/or organizations who have demonstrated exemplary efforts to better the lives of deaf and hard of hearing citizens in their communities in the State of Connecticut through volunteering and/or contribution of service to the community. This award is presented during the CAD Conference every two years.

1) Qualifications of Nominees:

- Individuals nominated must be volunteers.
- Program(s) within an organization with paid staff may be nominated, but the extent of salaried activities must be clearly indicated in the nomination statement.
- Volunteer activities must be performed within the state or local community.
- Selected by the CAD Executive Board.

2) Submitting Nominations:

- All nominations must be received by the CAD Awards Committee sixty (60) days before a specific deadline determined by the CAD
- All nominations must be completed in one package, including the approved Nomination Form, when submitted to the CAD Awards Committee. Separate letters and other documents received later will not be processed.
- Supplementary material may be submitted, but not more than ten (10) pages. No large documents, clippings, etc.) larger than 8½" by 11" will be accepted. Material submitted may be used for publication by the CAD. Do not submit scrapbooks, films, tapes, or cassettes.
- The CAD Awards Committee may request additional information about the nominee(s) for the committee's consideration and recommendation to the CAD Executive Board.
- Decisions of the CAD Awards Committee and the CAD Executive Board are final.
- All entries and materials (nomination form and supplementary) become the property of the CAD and will not be returned.

b) **ANNA FRONCZEK AWARD** - this award was established in honor and memory of Anna Fronczek who was very active in the CAD until her death in 1990. This award, usually in the form of an engraved plaque approximately 8½" by 11", is presented during the CAD Conference every two years.

1) Qualifications of the Nominees:

- An active CAD member who participated in/assisted the CAD in any way during the two (2) years.
- He/She is not on the CAD Executive Board.
- Selected by the CAD Executive Board.

2) Submitting Nominations:

- All nominations must be received by the CAD Awards Committee sixty (60) days before a specific deadline determined by the CAD.
- All nominations must be submitted in one package, including the approved Nomination Form, when submitted to the CAD Awards Committee.
- The CAD Awards Committee may request additional information about the nominee(s) for the committee's consideration and recommendation to the CAD Executive Board.
- Material submitted may be used for publication by the CAD.

- Decisions of the CAD Awards Committee and the CAD Executive Board are final.
- All entries and materials (nomination form and supplementary) become the property of the CAD and will not be returned.

- c) **PRESIDENT’S AWARD** - this award is presented to a CAD member who has worked beyond the expected duties and is chosen and recognized by the CAD President during his/her tenure. This award, usually in the form of an engraved plaque approximately 8½ “ by 11”, is presented during the CAD Conference every two years.

Section 7 – Guiding Principles for Creating Safe and Brave Space during Communications and Meetings

1. Respect during meetings:

- One person speaks at a time. When others are sharing, please remain silent. This is an excellent opportunity for mindful listening.
- “Try on” other experiences and opinions. Try to understand where a person is coming from, especially if you don’t agree with what they’re saying. No one needs to agree with a statement to receive it with an open heart.
- Ask permission to inquire about their identities before doing so. Respect everyone’s preferred names and pronouns.
- No hateful or otherwise harassing and/or derogatory remarks directed towards another individual or group (including, but not limited to, racist, sexist, or other forms of oppressive comments) is permitted. It is the policy of Connecticut Association of the Deaf that there is no tolerance for harassment or violence of any kind.

2. Privacy and the right to “pass”:

- No member is required to answer any questions or participate in any activity. While sharing is always invited, presenters and participants must respect each individual’s comfort levels. Anyone is welcome to “pass” instead of sharing their experiences during group discussions.

3. Sharing equitably:

- Silence is okay. Notice how often folks are sharing. Make space for everyone to share and contribute.
- **BE AWARE OF PRIVILEGE AND MAKE SPACE FOR ALL IDENTITIES AND BACKGROUNDS TO SPEAK.**

4. Check-ins:

- If anyone wishes to follow up with another participant about their share, it is essential first to ask permission to do so.
- If the other participant would rather not talk about their share again, their desire not to talk or share must be respected.

5. Self-focus:

- Use I-Statements when sharing, meaning speaking from personal experiences or opinions rather than generalized statements about groups of people. Everyone is victim to stereotype and assumptions, but in this space, avoid generalizing and view each participant as a unique individual.
- Do what you need to take care of yourself, whether that be leaving the meeting during an activity with which you are uncomfortable.

- If another member needs to leave the space for any reason, trust that they are caring for themselves and respect that decision.
- If you do feel the need to leave the space, please give or send a message to the presiding officer expressing your need to leave.
- Feel free to reach out to the Presiding Officer at a later time so that you can have a one-on-one discussion with the person to discuss what was occurring for you in that moment and to help find a future resolution.

6. Forgiveness:

- Understand that everyone is at different points of learning, and whenever possible, hold the capacity to provide learning opportunities and trust that each person is capable of growth.
- This includes holding ourselves gently when we realize we have done something problematic or hurtful.

7. Impact over Intent:

- Even with good intentions, harmful impact can occur. It is important to note though, that harm is not equivalent to the discomfort that arises when we are invited to consider that something we have done is problematic.
- If harm has been done unto an individual or group, those who caused the harm should accept responsibility for the harm caused and ask the individuals who experienced the harm what they believe can be done to help them heal and remediate the problem.

8. Confidentiality:

- Anything said between two individuals in confidence is CONFIDENTIAL and shall be respected.
- Maintain the confidentiality of individual names, content of comments, and votes made by the individuals during executive sessions outside of regular or special meetings.
- Share the learning not the details.

Revisions Approved:

11/04/2023

11/06/2021

11/02/2013

10/15/2011