

PASADENA SISTER CITIES COMMITTEE LUDWIGSHAFEN MISHIMA JÄRVENPÄÄ VANADZOR XICHENG DAKAR-PLATEAU GERMANY FINLAND CHINA SENEGAL **J**APAN Armenia 1957 1948 1983 1991 1999 2018



PROCEDURES AND CODE OF CONDUCT – We will conduct ourselves with civility. Each Member will be required to sign the Code of Conduct

BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

Lena Louise Kennedy President

Martin Gordon Vice President

Joann Forte Treasurer

Elizabeth Ellis Secretary

BOARD MEMBERS

SUBCOMMITTEES

Armenia Irina Melkumyan, Chair Isabelle Warner, Vice Chair

China Tina Rios, Vice Chair

Finland and Student Exchange Phillis Griffin, Chair

Germany Boh Niam

Bob Niemack, Chair Maureen McConnell, Vice Chair

Japan

Rene Gonzalez, Chair Johnny Kamon, Vice Chair

Senegal Marruatta

Maryetta Knox, Chair Ron Carter, Vice Chair

SCI Board Marna Cornell

- 1. General Membership, Executive, and Board Meetings:
- Meetings will be held every other 3rd Thursday of the month at 6:30 p.m. The official Zoom link to RSVP and attend the meetings is:
 - https://us02web.zoom.us/meeting/register/tZclceivrzovHteCrFSPALw_V_tmoH8BKlwO.
- General membership meetings will convene via Zoom until we have reconciled files, processes, procedures, and fully understand our Code of Conduct. In-person general membership meetings will always be hybrid.
- The Executive Committee meetings will occur three times a year, with additional meetings called for emergency items.
- Board meetings will also take place three times a year, with the option to call additional meetings for urgent matters.
- 2. Grievance Submission:
- If you have a grievance or concern, we encourage and invite you to submit it in writing to the Secretary. The Secretary will then review the matter with the President, and you will be informed of the Executive Board meeting where you will have the opportunity to express your concern.

3. Unacceptable Behavior:

Inappropriate behavior during meetings, including but not limited to engaging in back-and-forth arguments, making insulting snide remarks, and raising one's voice. Such behavior is not acceptable and will not be tolerated.

It is imperative to understand that insulting members or implying superiority in participation is unacceptable.

Making untrue accusations or insulting members without cause is also intolerable. Such behavior will not be tolerated moving forward.

4. Respectful Participation:

- During meetings, you are encouraged to ask questions relevant to the agenda items being discussed.
- It is imperative that you do not disrupt the proceedings or abuse other members with inappropriate behavior and snide remarks.
- 5. Consequences of Violations:
- Should you choose to exhibit behavior that goes against our code of conduct despite our request for civility, the Board will be compelled to take action in accordance with the organization's Bylaws.
 We firmly believe that open and respectful communication is vital for the success of our organization.
 Therefore, we expect your cooperation in adhering to these guidelines during all future meetings.

This serves as a formal notice regarding our expectations. Should you require clarification or have any questions regarding these expectations, please feel free to contact us. Participation in our organization is voluntary, and if you are unwilling to sign the Code of Conduct, we respect your decision. However, as we value diverse perspectives and contributions, you may need to assess whether your talents are best utilized within our organization.

I read the code of conduct.

Signature_

Date_____