



AILA Virtual BOG Meeting Code of Conduct

AILA is committed to providing a professional and productive virtual environment for all BOG meeting participants and staff. As a result, all participants are expected to follow all stated meeting instructions and guidelines in order to maintain an atmosphere of professionalism, mutual respect, and collegiality. AILA members are also expected to adhere to the principles set forth in [AILA's civility code](#). AILA Board of Governors meetings also follow Robert's Rules of Order (11th or current addition).

All participants must comply with the following guidelines to participate in the virtual meeting:

- All participants are expected to maintain a professional and civil discourse throughout AILA's virtual BOG meeting. Participants are prohibited from using any defamatory, abusive, profane, discriminatory, harassing, threatening, and/or offensive language during the meeting including but not limited to Q&A, chat room or any activity that takes place in the virtual space.
- All participants must comply with the instructions of the moderators and/or staff.
- Disruption of any activity that takes place in the virtual space is prohibited. Please note the guidelines below, which follow recommendations by Robert'sRules.com:
 - **Assignment of the floor.** To seek recognition by the President, a member shall use the Raise Hand feature. Participants who have not had an opportunity to speak on the current topic will be recognized first.
 - **Interrupting a member.** A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the Raise Hand feature for so indicating.
 - **Forced disconnections.** The President may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The President's decision to do so shall be announced during the meeting and recorded in the minutes. Such disconnection or muting may be objected to but not debated or overridden by any member of the board and that objection shall be recorded in the minutes as well.
- Participants may not record, transmit, copy, or take screen shots during any virtual BOG meeting.



Participants who do not comply or are in violation of any of AILA's virtual meeting guidelines may be denied further access and participation at the discretion of the Board President and Parliamentarian, where applicable.

Participants can contact executive@aila.org with any questions or concerns related to AILA's Virtual BOG Meeting Code of Conduct.