

# *Arleta Neighborhood Council*

## **Code of Civility**

The freedom to express one's views about public matters is a cornerstone of the democratic process. The Arleta Neighborhood Council welcomes the diverse views and opinions of our stakeholders and other Board members as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity. By adoption of this motion, and by affixing our signatures to this document, we collectively and individually agree to abide by our Code of Civility to the best of our abilities. By entering this meeting of the Arleta Neighborhood Council, stakeholders also agree to abide by the Code of Civility.

.01- I will conduct myself in a professional and civil manner at all times as a representative of the Arleta Neighborhood Council.

.02 -I will treat each member of the board and members of the public with respect at all times, regardless of an individual's opinion, ethnicity, race, sexuality, age, disability, or religion.

.03- Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public.

.04- Under no circumstances during Arleta Neighborhood Council meetings, functions, or events will I engage in or threaten to engage in any verbal or physical attack on any other individual.

.05- I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption.

.06- I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures.

.07- Derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

.08- I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws

.09- I will commit to learn the applicable laws that govern Neighborhood Councils, including the state constitution, state legislation, the Brown Act, the City Charter, city ordinances, ethics rules, and the Arleta Neighborhood Council Bylaws and standing rules, and will not knowingly violate any of the above.

.010- I will abide by the Arleta Neighborhood Council's meeting procedures or rules in order to create a safe and effective environment for conducting business.

.011- I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.

.012- I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.

.013- I pledge to truly listen to and hear other points of view.

.014- I will practice the art of being able to disagree without being disagreeable.

.015- If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters.

.016- I will commit to good faith efforts to resolve any grievances that come before the board as specified in the bylaws.

.017- I owe it to my fellow board members, the public, and the decision-makers who we are trying to influence to make the best possible effort to understand the issues before me. I will "do my homework" by reading all meeting agendas and minutes, supplemental materials, and where appropriate, seeking dissenting viewpoints.

**City of Los Angeles Harassment and Diversity Policy:**

All City volunteers have a right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive or disruptive. Consistent with the City's respect for the rights and dignity of each employee and volunteer, harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation or any characteristic protected by law, will not be sanctioned or tolerated.