

## **KAEA Member Code of Conduct**

The Kansas Adult Education Association (“KAEA”) is committed to promoting universal respect for all people and, therefore, strongly discourages demeaning characterizations of people based on race, color, ethnicity, religion, sex, age, national origin, sexual orientation, disability, gender identity or expression, or any other characteristic protected by law. All KAEA members should be able to participate fully in the Association without fear, intimidation, retaliation, discrimination, or harassment. KAEA will not tolerate discriminatory, harassing, or otherwise unlawful behavior at activities, events, or meetings. KAEA members should be mindful that when they are representing the KAEA, they should always strive to reflect KAEA’s values of mutual respect, participation, and professionalism. KAEA adopts the following policies and procedures and expects all participants in its activities, events, or meetings to abide by them.

**Expected KAEA Member Behavior:** In the interest of intentionally fostering goodwill and trust and protecting the rights of all individuals to dignity and mutual respect, KAEA expects all participants in KAEA activities, events, and meetings to:

- Respect others and their views.
- Recognize and value individual differences.
- Promote mutual respect, understanding, and cooperation as the basis of interactions amongst participants in KAEA activities, events, or meetings.
- Follow Robert’s Rules of Order as participants in the general business meeting.
- Speak to the group when acknowledged by the meeting chair and a microphone is in place.
- Participate fully in the group exchange, and do not engage in sideline conversations, crosstalk, or distracting behaviors.
- Be flexible and open to change and new ideas.
- Stay on task and not divert attention to other unrelated topics.
- Maintain the reputation of KAEA by conducting themselves in accordance with high standards of professionalism.
- Read materials provided by the association within 10 days of receiving them.
  - Contact the KAEA Board if there are questions or clarification needed before the annual board meeting.

**The KAEA Board agrees to:**

- Act in the organization's best interest with full transparency concerning board actions and fiscal responsibility.
- Electronically provide all documents needing the approval of the general membership, including previous minutes, financial reports, and updated by-laws, 30 days before the annual meeting.
- Electronically provide clarification, correction, or addendums to the above documents 10 days before the annual meeting.
- Follow Robert’s Rules of order when conducting the general business meeting.

**If a member is not following the above agreed-upon actions, the Parliamentarian or President will ask the member to remove themselves from the KAEA event.**