

KSRA Code of Conduct

Norms for Meetings

- Respect others opinions
- Stay focused and on topic
- No bird walks/sidebars
- Appropriate and respectful tone
- Comments on point/brief and concise
- Phones and other electronic devices on silent or vibrate
- No long stories (these can be shared at another time)

Protocols for Meetings

- Presenter presents information (uninterrupted)
- Time for discussion:
 - 1 "big idea" per member (2 minutes or less)
 - 1 rebuttal per member (1 minute or less)
- If applicable:
 - Call for a vote (second if necessary)
 - Discussion (one minute per person)
 - Re-call if changes were necessary
 - Call for vote and take vote