Meeting Code of Conduct

- Consistent attendance and ‘engagement’ at board meetings
  - Agenda materials 10 days before meeting.
  - Review of all materials is expected prior to meeting time.
  - Arrival at meetings no later than 15 minutes before the scheduled start time.
  - Electronic devices should only be utilized for the purposes of the meeting.
  - Silence phones before meetings
  - Minimize side-bar conversations.

- Meeting discussions should:
  - Stay on task and follow agenda.
  - Place important, nonrelated points to a parking lot for future consideration.
  - Assign action items to committee members so that one person isn’t doing all the work
  - Evaluate each meeting for effectiveness of the Meeting Code of Conduct and update it if need be
  - Remind everyone of Action Item Assignments and Parking Lot items