



**COWLITZ COUNTY DEMOCRATIC WOMEN
CODE OF CONDUCT GUIDELINES**

Adopted July 24, 2019

CODE OF CONDUCT

The Cowlitz County Democratic Women (CCDW), a Chapter of the Washington State Federation of Democratic Women (WSFDW), consists of community members and volunteers (Members) from Cowlitz County that work together to promote a truly representative Democratic Party, open to all who support its principles.

These Guidelines pertain to all CCDW Members and visitors to CCDW events, activities and meetings. All participants are expected to foster an open, welcoming and harassment-free environment for everyone, regardless of age, disability, ethnicity, gender identity and expression, level of experience, ability, socioeconomic status, nationality, personal and/or physical appearance, race, religion or lack thereof, or sexual identity and orientation. Diversity is one of our biggest strengths but it may also bring increased communication challenges.

I. Members should be aware that:

- A. Our members fulfill many roles, both formal and informal, including mentoring, teaching and connecting with others in our community.
- B. Decisions they make will often affect others in the community.
- C. Disagreements happen, but should not be an excuse for poor behavior and bad manners.
- D. People may not understand jokes, sarcasm and oblique references in the same way.
- E. When disagreements do happen, members should work together to solve them effectively and in a way that ensures that everyone has a reasonable opportunity to be heard and understood.

II. Members should promote a culture of respect, inclusion and equity by:

- A. Remembering to be welcoming, friendly and patient.
- B. Assuming good intent on the part of other Members.
- C. Being kind, considerate, respectful and professional.
- D. Treating all individuals with a sense of dignity, respect and worth.
- E. Making a personal commitment to be nonjudgmental about cultural differences, living conditions and the lifestyles of others.
- F. Avoiding profane, racist, other prejudicial, exclusionary or abusive language.

- G. Avoiding disruptive behavior and talking over other speakers.
- H. Gaining permission before taking and publishing photos, video and audio of others.

III. Members should ensure their own safety and promote a safe environment for others by:

- A. Respecting others' personal space and making physical contact with others only after receiving their consent.
- B. Immediately ceasing any behavior that is reasonably perceived as harassing, abusive or violent, and respecting others' feelings for what behavior qualifies as such.
- C. Respecting others' property, and property of the CCDW.
- D. Being aware of and reasonably anticipating the sensitivities of others.
- E. Respecting the communal nature of online spaces such as webpages, social media groups and message boards.

PROCEDURES FOR CODE OF CONDUCT VIOLATIONS

I. Reporting Procedures

1. If anyone has experienced or witnessed any violating behaviors and (if reasonable) have attempted to resolve the issue informally, they should report the details to an Executive Board member as soon as reasonable after the incident, either in person, by phone or email. If the behavior is criminal in nature, the injured party or witness should immediately report to the appropriate law enforcement agency.
2. The report should include the date, time and location of the incident(s); identify the portion of the Code alleged to be violated, names of all complainants, alleged violators and witnesses involved; and any additional relevant details. Reports may be submitted anonymously, but follow up by the Executive Board is difficult if the reporter does not provide contact information.
3. The Executive Board member receiving the report will notify the full E-board by email, within 24 hours of the date of the report.
4. The President, or other Executive Board member if more appropriate, will call a meeting of the full Executive Board within 14 days of the date of the report.
5. The President, or other Executive Board member if more appropriate, will then call the complainant and the alleged violator to confirm receipt and provide an estimated timeline for resolution.
6. The President, or other Executive Board member if more appropriate, may, with the agreement of at least one additional member of the Executive Board, make an interim suspension of the alleged violator from official CCDW duties until the resolution of the complaint.
7. The Executive Board will meet to review and discuss the report, interview parties and witnesses as appropriate, and determine the resolution by a three-fourth majority vote, within 21 days of the original date of the report.
8. The President, or other Executive Board member if more appropriate, will contact all parties involved in the report by phone or in person to relay the determined resolution, within 24 hours of the vote.

II. Resolution of Complaint

1. The Code of Conduct was not violated, no further action besides notification.
2. The Code of Conduct was violated, review of the Code of Conduct with offending Member (and complainant at the complainant's option) and advise that repetition will lead to more serious disciplinary action.
3. The Code of Conduct was violated, review of the Code of Conduct with the offending Member and suspend the Member from attending CCDW meetings, activities or events for a specified period of time, to be determined by the Executive Board.
4. The Code of Conduct was violated, and by an affirmative two-thirds vote of the entire CCDW at a meeting after special notice of at least 14 days, the Member may be expelled from the CCDW. Such expulsion will last for a period of not less than 6 months, or until dues expire, whichever is longer. To be reinstated a member must submit a request for consideration through the Executive Board. Only one such appeal per 12 month period is allowed. A member who has been reinstated must be in good standing for a full year before becoming eligible to be on the Executive Board.

III. Disciplinary Actions for Multiple Violations

With each violation of the Code of Conduct, severity in disciplinary action increases. If the Executive Board determines that the violation is sufficiently egregious it may immediately recommend suspension or expulsion.

1. 1st violation- The Code of Conduct was reviewed with all members involved and advised that repetition will lead to more serious disciplinary action.
2. 2nd violation, review of Code of Conduct with all members involved, Review by Executive Board and suspension of participation of all CCDW meetings for a specified period of time.
3. 3rd violation, Code of Conduct was violated, reviewed by Executive Board and a 14 day special vote notice prior to next general meeting; a two-thirds affirmative vote needed for the member to be expelled. A second expulsion of a member will automatically be for a period of 5 calendar years.