

PLAN: Charlestown Code of Conduct

PLAN: Charlestown is a neighborhood-wide planning initiative and an exciting opportunity to imagine and shape the future of Charlestown. Together with the PLAN: Charlestown Advisory Group, the Planning Team encourages meaningful and sustainable input from the community to create a shared vision. To enable community members to surface shared values for inclusion in PLAN: Charlestown, the Planning Team facilitated the creation of a Code of Conduct at the requesting of the PLAN: Charlestown Advisory Group. All future public meetings and Advisory Group meetings will use this Code of Conduct. We thank you for your commitment and participation in this process.

- Virtual planning events will be held via the Zoom “Meeting” platform, which allows participants to control their engagement features such as “mute/unmute,” “camera,” and other features. Zoom Webinar does not allow these capabilities.
- During presentations, the chat feature will be turned off. The chat feature will be enabled once a presentation is complete. Participants are encouraged to raise their hands to ask questions if needed. The virtual “Raise Hand” feature is located at the bottom of the Zoom screen with a hand icon.
- We *strongly encourage* speakers to turn on their cameras while speaking.
- Comments or questions from the public will be limited to 2 minutes and 30 seconds of speaking time. Two questions per person at a time is the maximum. A 30-second follow-up comment after a staff member responds is allowed. These time limits will be strictly enforced.
- All attendees are expected to respect one another and any differences of opinion. We welcome differences of opinions, including opinions that differ from those of BPDA staff. Always assume good intentions when any contradictions or disagreements are made. Constructive comments and opinions should be aimed at topics, not people.
- Unacceptable behavior will not be tolerated. Examples of unacceptable behavior are instances such as the following, but not limited to:
 - Threatening to take unwarranted legal action against meeting participants
 - Bullying participants either in the chat or verbally out loud
 - Harassment including criticizing, mocking, or posing threats against participants
 - Threats or derogatory speech against BPDA staff or other participants
 - Grandstanding or exceeding allowed time limits
 - Other violations within this code of conduct



- Those who violate the code of conduct may be subject to the following actions:
 - Given a verbal or written warning
 - Muted for the entirety of the meeting or event
 - Removed from the meeting or event