



Communications Agreement and Code of Conduct



Purpose of the Advisory Committee

Established to guide the development of the Transit Strategic Plan in 2013

In 2015, City staff recommended that the TAC continue to meet in order to provide advice on implementation of strategic plan items

MBTA has consistently participated



Requirements of TAC members

Communication Agreement & Codes of Conduct

Open Meeting Law

- Discussion by e-mail
- Quorum

Conflict of Interest



Communication Agreement

Signed agreement for all members of the TAC

We as members of this community hold the Transit Advisory Committee (TAC) as important to progress and change in the city. The beauty of our group lies in the diversity of opinion, beliefs, and backgrounds that contribute to the democratic process.

Therefore, just as important as being in the group as concerned citizens is the respect and humanity that we show our fellow members. We agree that the TAC will be dedicated to respect and civility and will not allow hatred and division to separate us from making our city a better place for all.



Communication Agreement

- Show respect to all that participate
- Embrace diverse points of view
- Everyone gets a chance to share their views
- Avoid debates and interruptions
- Listen to understand, not to respond
- Strong forms of reaction are limited/not allowed
- Do not engage in personal attacks
- Take a break when necessary
- All stereotyping and hateful comments are not tolerated



Code of Conduct

Defines the rules that the group wants to use to express the intention of the communication agreements

What group agreements do you need to feel like this space is civil?

What group agreements do you need to make it so that you want to come back to each meeting?



Meeting Codes of Conduct

Strongly disagree

Disagree

Agree

Strongly Agree



Example Codes of Conduct

- Giving people space to speak up
 - WAIT (Ask - why am I talking?)
 - Step up/ step back / Take space make space / Share the air
- Active listening
 - Conscious listening
 - Listen for understanding
 - Listen to each other with compassion and curiosity
- Learn together and support each other
 - “Ouch” and “Educate” rule - express what made you uncomfortable and the reason why
- Confidentiality
 - Hold all stories or personal material in confidentiality
 - What we learn – leaves here, what we say – stays here
- Together we know a lot (alone we don’t know it all)
 - Everyone is a teacher and a learner or mentor and mentored
- Bring your authentic self
- Speak for yourself – use “I” statements rather than “we” or “you”



Example Codes of Conduct

- Getting out of our comfort zone
 - Lean into learning
 - Lean into discomfort (it's how we grow)
- Model accessibility: slow down, avoid jargon, ask questions if you do not understand something or would like clarification
- Do your best (be curious and respectful)
- Make the most out of the meeting time
 - Stay on topic and strive to be succinct
- Share your wisdom and expertise
- Honor wisdom and expertise of other members and the group as a whole
- Indicate that we want to speak and wait to be called on by facilitator



Open Meeting Law

TAC member questions and discussion can only happen during meetings that are scheduled and have appropriate notification to the public

- TAC can authorize a committee to do further work, subcommittee meetings must also be advertised and scheduled

Outside of meetings, TAC members to limit their communications to one-to-one communications



Conflict of Interest

Massachusetts requires that all municipal employees, including committee members, take a training on conflict of interests

A conflict of interest is when a personal, private interest may be in conflict with public duty or service