

# Transit Advisory Committee: Code of Conduct Draft

February 2025 Orientation Notes

## Rules:

### 1. Respect and Sharing the Air

- a. In order to respect the time that we have together, avoid interruptions and be concise to not displace other voices.
- b. Ensure that when waiting your turn to speak, you also are engaging with other points and listening to understand.
- c. Share the air by not monopolizing our shared time and leave space for more people to share their points.

### 2. Recognizing Unique Experiences and Potential Biases

- a. As a group with many different experiences, it is important to be understanding of where people may be coming from.
- b. Work with one another to address any implicit biases and start a conversation focused on the action and the group's reaction to it.

### 3. Advocating for Your Neighbors

- a. Consider and advocate for your neighbor's and community's viewpoint as much as your own in order to avoid a singular perspective.

### 4. Navigating Disagreements

- a. Instead of critiquing the person, focus on the idea and how it can be improved or disagreed with respectfully.
- b. When in agreement, avoid repeating the same thing that someone already mentioned.

### 5. Maintaining a Fun Environment

- a. While being aware of situations requiring a more serious perspective, still work towards a fun and light environment that your fellow committee members look forward to being a part of.

## 6. Using our Names

- a. Try and make a best effort to use people's names rather than referring to them indirectly.
- b. Use name tags and name plates for support and if you don't remember someone's name, ask them.
- c. Mistakes happen when it comes to names, but make sure that your corrections and questions come from respect.

## 7. Being Present

- a. While emergencies and other needs may arise, make sure to keep phones on vibrate and away unless for notetaking or factchecking.

## 8. Accessible Language

- a. In a jargon-filled field such as transit, try your best to be accessible in the way you speak by slowing down and defining any terms or acronyms.
- b. Refer to the TAC glossary when needed and always ask questions if needed.

Minutes approved: 2025-08-07