**Code of Conduct for Meetings and Trainings**

* Come to the meeting with a positive attitude.
* Be prompt in arriving to the meeting and in returning from breaks.
* Turn mobile phones off or to vibrate.
* If you must take urgent calls on the cell phone, take your

conversation outside.

* Talk one at a time.
* No side conversations.
* Be patient when listening to others speak and do not interrupt them.
* Stay on the topic being discussed.
* When a topic or agenda item has been discussed fully, do not bring

the same subject back up.

* Address any concerns about the discussion or the meeting with the

Chairperson. It is the Chairperson's job to bring the meeting to order.

* Be respectful of other people's ideas or situations when they talk.