

Disability Inclusion Network: Policy and Procedures Manual

Outlining the policies and procedures set forth by the Disability Inclusion Network
Business Resource Group

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Disability Inclusion Network Code of Conduct Agreement

By Attending DIN Meetings and Events, you agree to conduct yourself according to these guidelines.

1. We are all equals.
2. Maintain respect – for others and yourself, for the space and our time.
3. Find places to connect and find commonality – listen to learn, not to judge. Take time to understand the point of view of others.
4. Accept there will be non-closure at times.
5. Be respectful of time when making comments.
6. It is ok to disagree, and to have big feelings, but do so with respect for all. When disagreeing explain why.
7. Actively look for places to agree, connect, and support.
8. Practice openness and engagement. Maintain a respectful tone and volume when sharing an opinion.
9. Value the diversity of the group and the many different sources of knowledge that exist.
10. Listen to the entire message, without interrupting or editorializing.

Conflict Resolution Process

Failure to abide by the DIN Code of Conduct agreement at any DIN sponsored events or meetings will include the following actions:

- a) The Chair and Vice Chair will encourage the disputing parties to work the dispute between each other.
 - o In the event the dispute is between the Chair and Vice Chair, the Executive Sponsor will encourage the two parties to work the dispute between each other.
- b) If conflict is still unresolved the disputing parties, the DIN chair and the DIN vice chair will schedule a meeting to discuss.
- c) If after the above meeting a resolution is not found, the disputing parties, DIN chair, DIN vice chair, and DIN executive sponsor will schedule a meeting.
- d) If either party involved in the original dispute feels their concerns were not resolved via the above steps, formal mediation will be sought thru internal state resources. A maximum of three sessions is recommended.
 - o It is the responsibility of the disputing parties to set schedule and attend these sessions.
- e) If the dispute continues to remain unresolved after mediation sessions a member(s) can be removed by a vote of the DIN Executive Board.
- f) If an elected official is involved in the dispute and a resolution has not been obtained via the above steps, an elected official may be removed from office by a vote of the active DIN members.

If any of the disputing parties fail to comply with the above resolution process without good cause, DIN leadership can vote on the immediate removal of the non-compliant party.

Immediate removal of a member or elected official can occur at any time if threats/acts of intimidation and/or retaliation occur, as so deemed by the executive board of DIN. If the acts are committed by DIN leadership then the executive sponsor can make the determination to have the elected official removed from position until the DIN executive board can make a final determination.

Process for Removal of an Elected Leader

1. Any active member of DIN may bring forth a motion to vote on the removal of someone in a DIN leadership position.
2. Once a motion has been brought forth it must be seconded.
3. If seconded, a meeting will be held of DIN active members to discuss the issues at hand and a vote will be taken at that meeting on the decision of removal made by a pass/fail majority.
4. If a member of DIN Leadership is removed from their elected position the executive sponsor will provide the BRG coordinator with a written reason outlining the steps taken and the reason for the removal of elected official.
5. The BRG coordinator has the ultimate responsibility for determining if and how the removed official's workplace will be informed.
6. The elected member would remain an active member of the DIN after removal from the elected position unless removal was due to a threat/act of violence, intimidation, or retaliation as deemed by the remaining executive board.
7. The elected member would be excluded from running for DIN leadership in the next election cycle.

Election Timeline and Procedures for DIN Elected Officials

1. During the month of April, the Vice Chair will email an election notice to all active members of the DIN BRG.
2. These nominations must be given to the Vice Chair no later than the close of business (COB) 2 weeks after the May general membership meeting.
3. The Vice Chair contacts nominees as nominations are received to inform them of their nomination, provide additional explanation to the nominee (and their supervisor/manager if request by the supervisor/manager).
4. The nominee must inform the vice chair if they are accepting the nomination no later than COB 1 week prior to the June general membership meeting. All active members must have supervisor approval before accepting a nomination.
5. During the June monthly meeting vice chair (and chair if applicable) nominee(s) will present a three-minute speech on why they believe that they are a well-qualified candidate for the position.
6. Nominees for all other positions open for election will provide a statement of no more than 250 words explaining their qualifications for the position which they are running to current vice chair by the June DIN meeting.
7. Active members will receive an email from the current Vice Chair with instructions to cast their vote for elected officers in no later than 2 weeks after the June membership meeting. The email will include:
 - a. A three-minute video from each of the candidates for vice chair (and chair if position is open) on why they are well-qualified candidates for the nominated positions.
 - b. Written statements from nominees for Communications and Marketing Director, Secretary and Treasurer will submit written statements of no more than 250 words explaining their qualifications for the position.
 - c. The deadline to have ballots completed and returned is by COB 1 week before the July general membership meeting.
 - d. Vice Chair will collect and tally the ballots.
 - e. The Executive Sponsor will confirm the majority vote of each elected official received from the Vice Chair.
 - f. Newly elected leadership positions will be announced by the chair (or vice chair in the absence of the chair) at the July general membership meeting.

8. In case of a tie, the Vice Chair (and chair if application) nominees will give an additional three-minute speech on why they are well-qualified for the position during the July general membership meeting. Subsequently, active members will cast their vote within 1 week of the July general membership meeting.
9. Newly elected leaders will be announced via GovDelivery email 2 weeks prior to the August general membership meeting in the event of this scenario.
10. New officers will work with retiring officers to gain insights and materials needed for their elected position.
11. Newly elected offices will officially take position for the August general membership meeting.

Subcommittee Lead Transitions

1. The Chair will solicit interest from the membership each year for subcommittee lead opportunities to support transitions.
2. When a person would like to step down as subcommittee lead, they can email their group for interest and vote, if necessary, on the new subcommittee lead. The Chair should be kept in the loop during this process.