

Willard Neighborhood Association Steering Committee Rules & Procedures

Draft – Willard Neighborhood Courtesy Policy

One of the major goals of Willard Neighborhood Association (WNA) is to provide a civil forum for our community to discuss issues of concern to the neighborhood. To facilitate this discussion, the Willard Neighborhood Association Steering Committee (WNASC) has adopted the following courtesy policy regarding both verbal and written communications between association members:

First, members agree to respect each other's privacy. This means that members may not misuse the personal information of other members or send them unwanted or unsolicited e-mail. Also, members should not forward e-mails unless there is express or implied permission by the sender of the e-mail. Moreover, if members are engaged in an e-mail discussion, members should strive to limit distribution of those e-mails only to those people involved in those discussions.

Second, members agree to behave in a civil and courteous manner in their interactions with other members both in person at meetings and in written communications. We acknowledge that there is a healthy diversity of opinions within our association, and that members will invariably hear and read views expressed that they do not agree with. While all members are encouraged to share different views, they are asked to do so in a civil and courteous manner. Specifically, WNA does not allow members to make personal attacks on other members, in either written correspondence or in-person during meetings. Likewise, rude, loud and/or disrespectful behavior toward other members is not acceptable or constructive. Also, members should avoid repeating themselves, and interrupting others, and should allow time for others to speak.

We are all responsible for deciding whether the courtesy policy has been breached. Any member may call a "point of courtesy" during a meeting, or during an email discussion, to remind another member of the courtesy policy and may request that they abide by the policy.

If a member repeatedly violates the courtesy policy at a meeting, the WNA SC by two-thirds vote may request the offending person to leave the meeting.