



**Michigan
Municipal
Executives**

A State Affiliate of **ICMA**

Meetings & Conferences Code of Conduct

PURPOSE

Michigan Municipal Executives (MME) is committed to enabling events at which everyone can participate in an inclusive, respectful, and safe environment. MME events are guided by the highest ethical and professional standards based upon the ICMA Code of Ethics, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any MME Event.

APPLICABILITY

This Meetings & Conferences Code of Conduct applies to all MME meeting-related events, including those sponsored by organizations other than MME but held in conjunction with MME events, in-person at public or private facilities, on-line and in virtual events. MME is committed to providing a productive and welcoming environment for all attendees. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors/vendors, staff, service providers, and others involved in the events, are expected to abide by this code.

In addition, MME members must adhere to the ICMA Code of Ethics, Tenet 3:

Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.

ZERO TOLERANCE

MME has zero tolerance for *any form* of discrimination or harassment, physical and verbal, by attendees at our meetings and reserves the right to take any action necessary to uphold the principles outlined in this code. MME will cooperate with any appropriate authority investigating a reported incident.

In response to incidents of unacceptable behavior as listed below, MME reserves the right to communicate within the appropriate channels of an attendee's employer or organization and also reserves the right to prohibit participation and attendance at any future meeting or conference.

EXPECTED BEHAVIOR

- Treat all participants with kindness, respect and consideration, valuing diverse views and opinions (including those you may not share).
- Communicate openly, with respect for other participants, critiquing ideas rather than individuals.
- Refrain from demeaning, discriminatory, or harassing behavior and speech directed toward other participants.
- Be mindful of your surroundings and of your fellow participants. Alert MME Board Members or event staff if you notice a dangerous situation or someone in distress.
- Respect the rules and policies of the meeting venue, hotels, MME-contracted facility, or any other venue, including the digital platform for MME conferences and events.
- MME expects attendees at our events to drink responsibly and reserves the right to deny service to attendees for any reason and may require an attendee to leave the event in the event of overconsumption.

UNACCEPTABLE BEHAVIOR

- Participants should treat people fairly, with dignity and respect and should not engage in, or condone bullying behavior, harassment, sexual harassment or discrimination on the basis of race, religion, national origin, age, disability, gender, gender identity, or sexual orientation.
- Examples of unacceptable behavior include, but are not limited to:
 - Physical or verbal abuse of any participant
 - Unwelcome or offensive verbal comments or exclusionary behavior related to age, appearance or body size, employment or military status, ethnicity, gender identity and expression, individual lifestyle, marital status, national origin, physical or cognitive ability, political affiliation, sexual orientation, race, or religion
 - Inappropriate physical contact
 - Unwanted sexual attention
 - Use of sexual or discriminatory images in public, in digital spaces or in presentations
 - Deliberate intimidation, stalking, or following
 - Harassing photography or recording, including taking photographs or recording of another individual's oral presentation without the explicit permission of that individual and of MME.
 - Sustained disruption of talks or other events
 - Bullying behavior
 - Retaliation for reporting unacceptable behavior

Harassment can occur when there is no deliberate intention to offend. Be careful in the words that you choose. Harassment committed in a joking manner or disguised as a compliment still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you.

COMPLAINT PROCESS

Attendees should report any questionable or concerning conduct received or witnessed, so that the MME can take immediate action. A participant who feels that they have been harassed or have witnessed harassment at an MME event may report the matter to the organizer of the MME event, to an MME Board Member or provide a report through the MME website. The victim of alleged harassment may also seek help from other relevant authorities, such as the police. It is not the sole burden of the individual who is the target/subject/victim of the behavior to report a violation and all participants have a responsibility to intervene and report observed behavior that is unacceptable under this Code of Conduct.

Complaints regarding vendors, presenters, event staff, or other non-members will be reviewed by the MME Executive Committee for further action or discussion by the full MME Board of Directors. Complaints regarding MME members will be referred to either the MME Ethics Committee or the ICMA Committee on Professional Conduct, dependent upon the ICMA membership status of the member in question.

REPORTING UNACCEPTABLE BEHAVIOR

- **To Public Security** – MME asks that anyone experiencing or witnessing behavior such as assault of any kind that constitutes an immediate or serious threat to safety is advised to contact 911 or ask for public security.
- **To MME Board Member** – If you are the subject of unacceptable behavior or have witnessed any such behavior, please notify an MME Board Member. Notification should be done by contacting an MME Board Member on site or by emailing your concern to codeofconduct@mme.org
- **To an Anonymous Web Form** – A form is available through the MME web site for reporting issues of concerns. The information submitted to this form is only viewable by the MME Executive Committee, unless and until it is referred to the MME Board, MME Ethics Committee, or ICMA Committee on Professional Conduct for further investigation and/or action.

In keeping with the ICMA Code of Ethics, reports of behavior by MME Members shall first be referred to the Ethics Committee or ICMA Committee on Professional Conduct. Following any ethics review, unacceptable behavior at MME events may be reported to an employer in order that they may perform any necessary investigation of the incident. Reports of unacceptable behavior by non-MME members shall immediately be referred to the MME Board of Directors. Following review by the MME Board of Directors, such behavior may be reported to employers.

MME President (or their designee) or security may take any immediate action deemed necessary and appropriate, including removal from the meeting or digital event without warning or refund.

PROHIBITION OF RETALIATION

Threats, intimidation or any other form of retaliation against a participant who has made a complaint or provided information in support of a complaint are prohibited. The MME will take any reasonable appropriate action needed to prevent and respond to retaliation, in accordance with its applicable policy, regulations and rules.

Michigan Municipal Executives (MME) Meetings & Conferences Code of Conduct: Reporting Form

Thank you for your submission.

This form is for anonymous reporting of experiences of harassment specifically at MME events and activities. Your submission will be viewed only by the MME Executive Committee. This form does not ask identifying questions about you.

The data from this form will be used to gain a sense of the nature and frequency of incidents of various types of harassment that occur at MME events and activities. The data will further inform future actions that MME can take to ensure a safe, respectful, and welcoming environment for all.

Please note: If you fear for your own welfare during an MME event, and especially in the case of immediate concern or danger, please dial 911.

Questions:

I have...

- experienced the incident being reported
- witnessed the incident being reported

My Status at Event...

- Member
- Vendor
- Guest/ Speaker
- Other

Location of Event

Description of Incident

Additional Comments