PLAN: East Boston Code of Conduct

PLAN: East Boston is a neighborhood-wide plan organized by the Boston Planning & Development Agency (BPDA). The initiative offers the opportunity to imagine the future of an entire neighborhood and respond boldly to the challenges it faces today. Guided by members of the PLAN: East Boston Advisory Group, the initiative relies on the participation of the East Boston community to be both meaningful and sustainable. **This Code of Conduct is intended to promote open meetings that welcome discussion in an atmosphere of fairness, courtesy, and mutual respect for differing points of view.** This policy applies to all persons attending virtual and in-person PLAN: East Boston events.

Public Meeting Decorum
- Please direct constructive comments and feedback at topics, not individuals.
- Please refrain from demeaning, discriminatory, or harassing behavior and speech directed toward others.
- Please refrain from grandstanding or exceeding allowed time limits when providing public comment. To facilitate participation by all attendees, comments or questions from the public will be limited to 2 minutes and 30 seconds of speaking time. Two questions per person at a time is the maximum. A 30-second follow-up comment after a staff member responds is allowed. Longer comments or questions may be submitted via email at planeastboston@boston.gov.

Virtual Meeting Protocol
- Virtual planning events will be held via the Zoom "Meeting" platform, which allows participants to control their engagement features such as "mute/unmute," "camera," and other features. Zoom Webinar does not allow these capabilities.
- Participants are encouraged to raise their hands to ask questions if needed. The virtual "Raise Hand" feature is located at the bottom of the Zoom screen with a hand icon.
- Please turn on the camera feature while speaking if joining from a device with video function.

The meeting moderator will use their discretion regarding violations of this code of conduct. Consequences for violating the code of conduct may include:
- Verbal or written warning
- Loss of individual "mut/unmute" control
- Loss of public chat feature
- Dismissal from the meeting or event