

## Code of Ethics and Meeting Etiquette

Each member of the Nevada Lifespan Respite Care Coalition advisory board is expected to adhere to a high standard of professional and ethical conduct. Members are expected to be guided by the following principles in carrying out their responsibilities:

- **Loyalty.** Members are expected to act in the best interests of the Coalition.
- **Conflict of Interest.** A member who has a personal or private interest in a matter pending before the NLRCC must publicly disclose the interest before the agenda item is discussed. For purposes of this section, the phrase "personal or private interest" means the member has a direct monetary interest in a matter pending before the NLRCC. This does not include the member's engagement in a profession, trade, or occupation when the member's interest is the same as all others similarly engaged in the profession, trade, or occupation. The member is prohibited from voting or otherwise participating in decisions regarding any personal or private interest.
- **Compliance with Applicable Laws.** Members are expected to comply with all laws, rules, and regulations applicable to the Coalition's activities, including Nevada Open Meeting Law.
- **Observance of Ethical Standards.** Members are expected to adhere to high ethical standards in the conduct of their duties. These include, but are not limited to, honesty and fairness.
- **Confidentiality.** Members should maintain the highest confidentiality of information, except when disclosure is authorized or legally mandated. For purposes of this Code, "confidential information" includes all non-public information relating to the Coalition, its business, those serving and those served through respite and caregiver supports.

When interacting with our members and participants, members are expected to observe these rules of etiquette:

- **Check your audio and visuals before the meeting.** Virtual meetings are prone to interruptions but ensure that your microphone and camera are working beforehand. Technical difficulties are often resolved by leaving the meeting and rejoining quickly.
- **Stay present.** It is important that you are present in that moment, giving the members and participants your undivided attention. If necessary, you can always request a short 5-minute break before continuing the meeting.
- **Respect others' time.** There are times when you might be running late or have a software breakdown but notify the Chair or Executive Director beforehand if an absence or delay is expected. Meetings cannot be held if a quorum is not in attendance.



- **Mute when not talking.** Working from home is convenient but noise in the background can be quite distracting. You can either walk into another room or simply mute yourself when not talking, allowing others to focus on the meeting.
- **Know your surroundings.** At your home, it is understandable that it cannot meet the formal orderliness of office space. However, you can tidy up the space to be presentable. It is ideal that you blur your surroundings and not grace your virtual meetings with food in your mouth.
- **Be presentable.** Before joining a virtual call, ensure that your face has been washed, your shirt is appropriate, and your hair has been brushed to maintain a normal level of neatness. Professional presentation is respectful.
- **Be ready to engage.** Minutes and agendas, as well as other meeting materials, are provided in advance to allow for your review. Time is limited, and discussion may be limited to allow for everyone to be heard. Your opinion matters and your willingness to listen is important to the dialogue. Be prepared to contribute both.

As a member of the Nevada Lifespan Respite Care Coalition, I will agree to the Code of Ethics & Etiquette as stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**“Remember at all times that what you think and what you do affects other people.”**