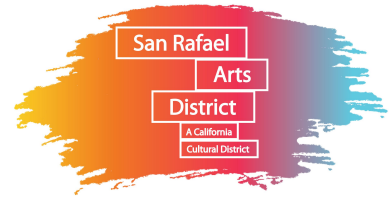


Downtown San Rafael Arts District Steering Committee Code of Conduct

Approved July 23, 2025



Steering Committee Code of Conduct

Purpose

This Code of Conduct outlines the values, responsibilities, and behavioral expectations for members of the DSRAD Steering Committee. It is intended to foster an inclusive, respectful, and effective working environment that supports the mission of promoting well-being, equity, and inclusivity through the arts.

1. Core Values

Committee members shall uphold the values central to the DSRAD mission:

- **Inclusivity:** Embrace diversity and actively engage underrepresented and marginalized communities.
- **Equity:** Commit to fair access to arts, culture, and decision-making processes.
- **Collaboration:** Work in good faith with fellow members, community stakeholders, and partners.
- **Creativity:** Promote innovative and dynamic arts programming and engagement.
- **Integrity:** Act ethically, transparently, and in the best interests of the community.

2. Professional Conduct

Members agree to:

- Treat all individuals with dignity and respect, regardless of race, ethnicity, gender identity, sexual orientation, age, ability, religion, or socioeconomic status.
- Engage in open, constructive dialogue and listen actively.
- Disagree respectfully and seek consensus wherever possible.
- Refrain from harassment, intimidation, or discrimination of any kind.
- Maintain a welcoming and inclusive environment at all meetings and events.

3. Commitment and Participation

Each member shall:

- **Attendance:** Attend all scheduled monthly Committee meetings and notify the Chair in advance if unable to attend.

- **Subcommittees:** Actively participate in at least one subcommittee and contribute to its goals and initiatives.
- **Volunteerism:** Dedicate time outside of meetings to support events, outreach, or administrative needs.
- **Preparedness:** Review relevant materials prior to meetings and be ready to contribute thoughtfully to discussions.

4. Roles and Responsibilities

Members agree to fulfill their designated roles as outlined in the DSRAD bylaws:

- **Chairperson:** Lead meetings, set agendas, and represent the Committee publicly.
- **Secretary:** Maintain accurate records and communications.
- **General Members:** Participate in discussions, support the Committee's mission, and engage in subcommittee work.

5. Decision-Making and Communication

- Respect consensus-based and majority voting decisions made during meetings.
- Maintain confidentiality when appropriate, particularly concerning funding, personnel, or sensitive community issues.
- Refrain from speaking on behalf of the Committee without prior authorization from the Chair.

6. Conflict of Interest

Members must:

- Disclose any real or perceived conflicts of interest related to funding decisions or partnerships.
- Recuse themselves from discussions or votes where a conflict exists.

7. Accountability and Enforcement

- Violations of this Code may be addressed through verbal or written notice by the Chair or a designated subcommittee.
- Repeated or egregious violations may lead to a recommendation for removal, subject to a two-thirds ($\frac{2}{3}$) vote of the Committee.
- Amendments to this Code require a two-thirds ($\frac{2}{3}$) vote of the current Committee membership.

8. Acknowledgment

All members are required to sign this Code of Conduct upon joining the Committee, reaffirming their commitment to its principles and to the mission of the DSRAD.