



## CSBA's Counties Conference Code of Conduct

As part of CSBA's work, CSBA hosts a variety of events that bring together school governing boards, elected officials, and other community members, to discuss and advocate for effective policies that advance the education and well-being of California students. CSBA goal is to create event environments that are collaborative, inclusive, and conducive to a professional conference experience. **Conduct that is disruptive, unprofessional, or otherwise inconsistent with those aims, as determined by CSBA in its sole discretion, is not permitted.**

Accordingly, CSBA has adopted this Code of Conduct to help foster a collaborative, supportive and professional environment at CSBA events, free of intimidation, hostility, or discrimination, where individuals from a diversity of backgrounds and with a diversity or perspective can work together effectively and professionally. Specifically, this includes, but is not limited to, conduct involving discrimination or harassment on the basis of race, religion, color, national origin, sexual orientation, gender expression or gender identity, transgender identity, age, disability, veteran or marital status, political affiliation, or any other classification protected by law.

Accordingly, this Code of Conduct applies to all CSBA events and gatherings, including but not limited to, conference spaces, including meeting rooms, exhibit areas, networking events, receptions, transportation provided by CSBA, and official event platforms or mobile applications ("Events"). All delegates, members, speakers, volunteers, registrants, invitees, or participants of any kind ("Attendees") at CSBA Events must abide by this Code of Conduct.

### Unauthorized advertising and distribution of materials

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To maintain the integrity and focus of the event, all forms of advertising, solicitation, or distribution of materials by Attendees outside of approved exhibit spaces is strictly prohibited without prior written approval from the CSBA's Event organizers. This includes, but is not limited to, distributing flyers, brochures, promotional items, or digital media. Any unapproved activities may result in removal from the Event without refund and potential exclusion from future Events. For any questions or to request permission for specific uses, please contact [countyboard@csba.org](mailto:countyboard@csba.org).

### Photographing, recording, streaming and distribution

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To protect the intellectual property and privacy of presenters and other Attendees, recording, streaming, or broadcasting at any Events is prohibited without the prior written consent of CSBA. This prohibition applies to all Event activities, including but not limited to, conference sessions, keynote presentations, breakout sessions, meal functions, receptions, and networking activities.

Photography is permitted only in general public areas unless otherwise posted. Recording presenters, presentation materials, or slides is strictly prohibited.

Posting or distributing any recorded content or session materials, including on social media, messaging apps, or other online digital spaces, without prior written consent from CSBA is strictly prohibited. **Violations of these prohibitions on recording may result in immediate removal from the Event** without a refund, potential exclusion from future Events, and, if necessary, legal action. For any questions or to request permission for specific uses, please contact [countyboard@csba.org](mailto:countyboard@csba.org).

## Expected behavior

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To help foster a safe, collaborative, and professional environment all Attendees are expected to adhere to the following standards:

- Attendees must wear their official event badge at all times while attending conference activities, comply with all rules specified in this Code of Conduct, and follow the instructions of event staff.
- Be civil, considerate, respectful, and collaborative.
- Engage constructively in discussions and debates, ensuring all communication is professional and relevant.
- Refrain from demeaning, discriminatory or harassing speech and behavior.
- Be mindful of their surroundings and of their fellow participants.
- Avoid disruptive behaviors, such as interrupting sessions, excessive noise, or other activities that detract from the Event experience for others.
- Immediately alert event staff if they notice a dangerous situation or someone in distress.
- Comply with masking, social distancing, and other health and safety protocols or requirements, that may exist at the time of the Event, required by the applicable county, event center, or CSBA.

## Unacceptable behavior

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Unacceptable behaviors include, but are not limited to:

- Harassment and discrimination, which may include verbal, physical, or visual conduct based on sex, sexual orientation, gender expression or identity, transgender identity, race, age, national origin, disability, or any other classification protected by law.
- Nudity and/or inappropriate use of sexual images in public spaces, including on the event platform and presentation slides or shared social media.
- Conduct that is intended or one should reasonably understand will be perceived as intimidation, stalking or following, harassing, photography, or recording.
- Disruption of sessions, talks or other events.
- Any unwelcome sexual attention such as unwelcome sexual advances, sexualized comments or jokes, groping, and inappropriate touching.
- Boisterous, lewd, or offensive behavior or language—whether in person, online, or on the event app/platform—including personal insults, use of sexually explicit or offensive language or conduct, profanity, obscene gestures, or racial, religious, or ethnic slurs, as well as any acts of physical violence.
- Disruptive use of electronic devices, such as loud phone calls or notifications during sessions or events.
- Threatening behavior, including verbal threats, intimidation, or conduct that creates a safety concern for other participants.
- Posting or threatening to post another participant's personally identifying information on the internet (i.e., doxing).
- Wearing clothing that is offensive, obscene, or otherwise inappropriate for a professional conference environment, destruction or vandalism of personal property of others, CSBA, or the Event site.
- Possessing or consuming alcohol outside areas specifically designated for alcohol consumption and failing to adhere to venue-specific alcohol policies, including prohibitions on bringing outside alcohol onto the premises. Attendees are expected to drink responsibly and avoid behavior that disrupts the event or compromises the safety of others.
- Possessing any illegal substance.
- Smoking, other than in designated areas, is prohibited.

- Failure to comply with the rules or regulations of the Event venues and platforms or with instructions of the Event staff.
- Sharing an event badge or platform access information with other individuals.

## Consequences for not following Code of Conduct

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Violations of this Code of Conduct will not be tolerated. The determination of whether conduct violates this Code of Conduct, and the consequences imposed by CSBA, rest solely within CSBA's discretion, and said determinations are final and not subject to appeal.

Any Attendee who is asked to desist from unacceptable behavior or to otherwise comply with the Code of Conduct is expected to comply immediately. CSBA reserves the right to take any action deemed appropriate in response to unacceptable behavior or other violations of this Code of Conduct including removal from the Event without warning or refund, prohibition from future CSBA Events, and, if necessary, involvement of law enforcement.

Additionally, please note that **CSBA reserves the right to remove any Attendee from an Event or ban future attendance**, whether or not there's been a violation of this policy, if CSBA believes, in its sole discretion, that doing so is in the best interests of CSBA and beneficial to creating a collaborative, inclusive, and professional Event environment.

## How to report unacceptable behavior

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If you witness any unacceptable behavior against another participant or have a complaint or concern about such behavior, including harassment, discrimination, bullying, or any other conduct that violates the CSBA Events Code of Conduct, please report it immediately by emailing [countyboard@csba.org](mailto:countyboard@csba.org). You can make a report either personally or anonymously. A personal report can be made directly to event staff and volunteers at the registration desk located at the Marina Del Rey Marriott. You may request that your report remain completely confidential.

Event staff will help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. We value your attendance.

Together, let us make every CSBA Event a safe and welcoming experience.

In case of emergencies please contact:

Shandi Fraser  
Director of Conferences  
916-601-2940  
[sfraser@csba.org](mailto:sfraser@csba.org)

Rimma Cotton  
Program Manager  
916-669-2591  
[rcotton@csba.org](mailto:rcotton@csba.org)

*CSBA reserves the right to modify this Code of Conduct at any time. Your attendance at the event indicates acceptance of the most current version.*