

## **Member and Visitor Conduct Policy**

### **Our Expectations**

The New York City Bar Association (“City Bar”) is committed to fostering a respectful and inclusive environment for all City Bar event and meeting participants, guests, presenters, sponsors and exhibitors, as well as all users of the City Bar website, its affiliated websites, and social media accounts (collectively, “Participants”). We expect all Participants, whether in the building or in any of our online spaces, to treat one another and City Bar staff with dignity and civility and to refrain from any and all of the following: any conduct that could endanger others; verbal or physical harassment; biased, derogatory or discriminatory conduct; threatening behavior; conduct that disrupts or interferes with others' ability to participate in or access City Bar programs, services, meetings or communications; and solicitation and other commercial activities that occur outside of an approved event. This policy extends to all types of interactions (written or verbal, occurring virtually or in-person) with, between, and among Participants.

### **Scope**

This policy should be read alongside and in harmony with other City Bar policies governing participation in our programs and services and use of our facilities, including but not limited to: the [Association’s By-Laws](#), the [Committee Handbook](#), the [Rules of the New York City Bar Library](#), the [City Bar Central Community Guidelines](#) and the [LRS Rules for Panel Membership](#). This policy does not replace or modify any laws, policies or agreements governing the relationship between the City Bar and its employees.

Please note that usage of the City Bar building outside of attending City Bar-approved programs, events and meetings is by appointment only. To reserve space in the building, members who are solo practitioners or practice at a small law firm should contact [Customer Relations](#) and all other members and visitors should contact [Meeting Services](#).

### **Implementation**

Each Participant shares the responsibility to ensure that individual and collective conduct is appropriate. Participants are welcome to use this policy to heighten their engagement and inclusion in City Bar programs and services. For example, committee chairs may rely upon it to improve the tenor of committee deliberations; Library users may find it helpful in guiding their interactions with fellow patrons; or members and staff may refer to it when facilitating conversations with or among members.

Participants may also report any alleged violations of this policy to the General Counsel, who can be reached at (212) 382-6674 or [laxelrod@nycbar.org](mailto:laxelrod@nycbar.org), unless the General Counsel is alleged to have violated this policy, in which case violations should be reported to the Executive Director, who can be reached at (212) 382-6600 or [bparker@nycbar.org](mailto:bparker@nycbar.org). The General Counsel or Executive Director will then investigate the alleged violation.

## **Consequences for Violations**

An investigation may result in one of three types of findings: no violation of this policy; a violation that may be remedied without Board action, in which case City Bar staff may meet with the Participant to discuss potential remedies; or member misconduct pursuant to Association By-Law Article VII which may result in suspension or expulsion from membership or other discipline as approved by the affirmative vote of a majority of the entire Board.

No one will be retaliated against for making a complaint or assisting with the investigation of a complaint.

The City Bar reserves the right to report alleged violations of this policy to the Office of Court Administration or law enforcement as applicable.

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