



## **Code of Participation**

1. CCD positions are developed during announced CCD Task Force meetings, shall represent at least a majority of the organizations present during the discussion of the issue, and align with CCD's mission and values.
2. CCD member organizations, including their individual representative(s), must uphold CCD's mission and values when participating in CCD Task Force meetings and CCD activities or working with CCD member or partner organizations. Conduct must be free from racism, ableism, sexism, and xenophobia, as well as LGBTQ+ based discrimination and religious intolerance.
3. CCD organizations must participate in Task Force decisions in good faith. Non-public information concerning individuals or agency positions or strategies as well as information learned during these discussions leading to specific coalition policy is part of the CCD work-process and should be treated as privileged and confidential. Sharing information about policy discussions at meetings; non-final drafts of CCD letters, comments, other policy related documents, or forwarding CCD task force emails to: non-CCD member organizations; Hill staff; or staff of administrative agencies without the express consent of co-chairs of a Task Force is a violation of this code. Co-Chairs must inform invited guests that they are expected to respect the privacy of CCD deliberations.
4. Whenever CCD members participate in meetings, if they are speaking on behalf of CCD and representing themselves as a CCD member, they must be in line with CCD policy positions. If the CCD member has differing opinions or positions, they must follow the protocol as outlined in this Code of Participation. If a CCD member is invited to participate in a meeting on behalf of all of CCD, whichever CCD member receives the invitation must request that the CCD Chair be invited to attend on behalf of CCD. If the Chair or Vice Chair is able to attend, and the relevant Task Force Co-chairs agree, then they should provide the CCD Chair or Vice Chair with relevant talking points, if needed, in order to ensure that CCD positions are accurately relayed. Alternatively, the Chair or Vice Chair may appoint a CCD representative, which may be a Board member or a Co-chair of a relevant Task Force.
5. If any member organization opposes the CCD position, they shall temporarily withdraw their participation from the specific task force activities regarding the issue while pursuing their own organization's view, as appropriate, in other settings. In these situations, the organization withdrawing from Task Force activities must be clear their

view/position is their own and never represent their own views as CCD's. Specific Task Force activities include meetings, discussions, emails, phone calls, and other policy-related communications.

6. As soon as a member organization knows that they oppose the CCD position, the representative to CCD of that organization has an affirmative duty to inform the co-chairs of the relevant task force(s) that the organization is withdrawing from participation in task force activities regarding the issue. Failure to do so in a timely manner is a violation of this code.
7. Public statements of disagreements in alerts, social media, newsletters, organizational letters, or speeches are acceptable and permissible. Agreeing to disagree shall not manifest itself in personal attacks by an individual or the member organization on an individual member, organization, chair of a particular Task Force, or the coalition as a whole, even if those attacks are only indirectly related to CCD business but affect CCD's reputation.
8. Violation of this Code of Participation shall be referred to the membership committee for appropriate actions pursuant to the CCD disciplinary policy. The membership committee shall submit its recommendation regarding code violations to the Board of Directors for action.

Revised August 2022