
AMIA Code of Conduct Procedural Policy Guidelines

- A. In preparation for and during any conference or event, the following summary text including links should be included in all registration and reminder emails and in the program text:

“The Association of Moving Image Archivists (AMIA) is committed to providing its members and guests who participate in its events with a harassment-free and discrimination-free environment, and has adopted a Code of Conduct to help enable such an environment. A detailed version of the Code of Conduct may be [found here](#).

If you experience harassment at an AMIA event, you may contact staff or Board members identifiable via name badges, or if not urgent, report online here: <https://amia.link/coc-report>.

- B. A training program for conflict resolution and/or crisis intervention shall be completed by all AMIA staff persons (“AMIA Staff”) and all AMIA Board members (“Board Member”). In addition, a list of related resources will be kept by the Board to be read annually. Resources are allocated by AMIA in order to pursue this training. Training must be completed by new Board members before the annual conference the year of their first term, and training must be renewed biannually by staff and continuing Board members.
- C. A minimum of three Board Members will be the point persons responsible for seeing each matter through to resolution (CoC Liaisons). If no one self-nominates for the positions, the CoC Liaisons will be designated by the Board President. If anyone responding to an incident is involved in the incident of abuse

or harassment - or the Board identifies any other conflict of interest - that CoC Liaison will be recused from handling the incident.

- D. At any AMIA facilitated event, the AMIA Staff and CoC Liaisons will wear, and can be clearly identified by badges, which clearly state:

1. Full name
2. Role in AMIA (e.g., Director of the Board, Managing Director, etc)

They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, or otherwise helping those experiencing harassment to feel safe for the duration of the event.

The names of the CoC Liaisons and AMIA Staff will be included on the AMIA website. The names and photos will be posted to AMIA event website(s) starting one week prior to the event.

- E. Attendees can make a report or submit a concern either verbally or in writing to the AMIA staff or CoC Liaisons, or anonymously through the online form found here: <https://amia.link/coc-report>.

Once a report has been received, the person who reported will receive an email or verbal confirmation acknowledging receipt. Follow-up, including a method for resolution or Board action, will occur in a timely manner. Whenever possible, the Board will inform the reporting individual and the object of the report of the decision made and reasons for it. All reports will be kept as a part of institutional

and process history for subsequent improvements and further review, but will remain confidential to AMIA Board members and staff.

The AMIA Staff and CoC Liaisons will coordinate during the conference to assist and support attendees with Code of Conduct reports or concerns, defusing confrontations, and other situations which would require the Code of Conduct be referenced or enforced.

- F. The Code of Conduct and Procedures are reviewed annually by the Board and will continue to biannually by the membership. The Board will report changes to the Code of Conduct to the membership and post current versions of the Code with a change log to the [AMIA Website](#).

Change Log

Date	Description
04.27.23 v1,4	Updated requirements for COC liaison badge at conference.
01.10.20 v1.3	Updated training for Board and staff members to include a list of resources reviewed annually and added language requiring training to be renewed biannually.

	<p>Language added to consistently reflect Board members as CoC Liaisons.</p> <p>Language was clarified to better reflect the sequence of steps taken upon receipt of a report.</p> <p>Reversal of the Change Log dates to reflect the most recent change first.</p>
04.06.19 v1.2	Language added to codify Board reporting to the membership about changes to the COC.
11.14.18 v1.1	<p>Updated training for Board and Staff members.</p> <p>Updated to include two more points of contact on the Board. Added language clarifying that any potential conflict of interest will result in a recusal on the part of the point person.</p> <p>Added language about posting the points of contact.</p> <p>Added language on informing about decisions made and reasons for it.</p> <p>Added bi-annual comments from membership.</p>
8.12.15	Release of Code of Conduct Procedural Policies