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# 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 [at this link](#): (<http://bit.do/AMIACOC>)

- 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”) before the annual conference; resources are allocated by AMIA in order to pursue this training.
- C. Three Board Members will be the point persons responsible for seeing each complaint through to resolution. These Board Members will be tasked with oversight for the most serious issues. If no one self-nominates for the positions, the Code of Conduct designated Board Members will be assigned by the then-current Board President. If anyone responding to an incident is involved in the incident of abuse or harassment -- or we identify any other conflict of interest -- that team member will be recused from handling the incident.

D. At any AMIA facilitated event, the AMIA Staff and the designated Board Members 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)
3. Training completed, if any [year]

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 designated Board Members 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 who wish to lodge a complaint can make a report either personally to the AMIA staff or designated Board Member, or anonymously through the online complaint [form found here: http://bit.do/AMIACOC](http://bit.do/AMIACOC)

If an AMIA Staff or designated Board Member receives the complaint, the AMIA staff or designated Board Members should initiate the online complaint. Once a report has been received, the person who reported will receive an email acknowledging receipt, or a verbal confirmation that the report has been noted. If not anonymous, interviews with parties involved will be completed and follow-up, including a method for resolution or Board action will occur in a timely manner. Whenever possible, we inform the reporting individual/survivor and the

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object of the report of the decision made and reasons for it. We will not provide information that violates the consent of the reporting individual. All reports will be kept as a part of institutional and process history, for subsequent improvements and further review, however will remain confidential to AMIA Board members and staff.

The AMIA Staff and designated Board Members will coordinate during the conference to assist and support attendees with Code of Conduct complaints; defusing confrontations, and other situations which would require the Code of Conduct be referenced or enforced.

- G. The Code of Conduct and Procedures will continue to be reviewed regularly by the Board and will continue to be opened for comment by the membership bi-annually. The Board will report changes to the Code of Conduct to the membership, and post current versions of the Code with a changelog to all relevant spaces.

### **Change Log**

Date	Description
8.12.15	Release of Code of Conduct Procedural Policies

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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>
04.06.19 (v1.2)	<p>Language added to codify Board reporting to the membership about changes to the COC.</p>