



Maryland Commission on LGBTQIA+ Affairs

Meeting Guidelines

Purpose: To create a safe, positive, and inclusive environment for the Commission, participants, staff, and the public. Creating a safe space for a diversity of contributors, thoughts, and ideas.

- Assume positive intent on the part of the Commissioners, moderators, participants, and staff; own your impact
- Do not use transphobic, homophobic, biphobic, misogynist, xenophobic, racist, anti-Black, ableist, ageist, or foul language
- Misgendering, name-calling and insults will not be allowed
- Listen actively: allowing others to complete their thoughts, listening to listen, and not listening to respond
- Default to “both/and” thinking instead of “either/or” thinking

Public Meeting Housekeeping

- Welcome members of the public - the Maryland Open Meetings Act allows members of the public to observe Commission meetings. Please:
 - Keep microphones muted and video off for the duration of the meeting
 - Do not use the chat or disrupt the meeting in any way
- Commissioners and Staff - please keep microphones muted when not speaking
- Raise hands physically or by using the raise hand feature to be called on
- Address people by Commissioner (last name), Chair/Vice Chair (last name),
- Include pronouns after name on Zoom

Accessibility

- ASL and CART live captioning available upon request and provided by the Office on Deaf and Hard of Hearing
- Please contact Director, Jeremy Browning at least one week prior to meetings with accommodation requests at jeremy.browning@maryland.gov