

## **2026 Standing Rule Electronic Meetings and Official Communications**

Meetings of the membership, Board of Directors, or committees may be conducted in person, by teleconference, or by video conference (such as Zoom), provided all participants can hear and participate in real time. Attendance by such electronic means shall count toward quorum.

The Club shall maintain an official email account (currently [norcalminiaturehorseclub@gmail.com](mailto:norcalminiaturehorseclub@gmail.com)) and an official Club website as the primary channels for communication and posting of notices. The official email and website shall be jointly administered by at least two (2) members of the Board of Directors, typically the Secretary and one additional Officer designated by the Board, to ensure transparency, continuity, and record retention. Password access information shall be securely maintained and transferred as Officers change.

Board of Directors meetings may be designated as either “open” or “closed” sessions at the discretion of the President or a majority of the Board.

- Open meetings may be attended by members in good standing for purposes of transparency, information, and observation. Members may be permitted to speak during an open meeting at the discretion of the presiding officer.
- Closed meetings (or portions thereof) may be held when the Board needs to discuss confidential or sensitive matters, including but not limited to personnel, disciplinary issues, contracts, finances, or legal matters. Minutes shall reflect that a closed session occurred, but discussion details may remain confidential.

Electronic meetings and communications may be used for discussion, coordination, and information-sharing. However, all formal votes of the general membership shall take place during duly called meetings in accordance with the By-Laws, unless the membership later approves procedures for verified electronic voting.

Notices sent from the Club’s official email account shall be considered delivered upon transmission to the address on record for each member.

## **2026 Standing Rule CODE OF CONDUCT**

### **Purpose**

NorCal promotes a safe, respectful, and inclusive environment. This Code defines the behavior expected of all involved with the Club.

### **Scope**

Applies to all members, officers, directors, volunteers, and participants at any Club event, meeting, or online activity.

### **Conduct Standards**

#### Members must:

- Treat others with respect and fairness.
- Act with honesty and integrity.
- Communicate civilly and resolve issues respectfully.
- Support inclusivity for all.
- Prioritize horse welfare and sportsmanship.

#### Prohibited conduct:

- Harassment, discrimination, bullying, abuse.
- Sexual misconduct.
- Intoxication during Club events or show hours.
- Threats, retaliation, or exclusion.
- Defaming the Club or its members.
- Any act endangering people or horses.

### **Online Conduct**

Members must uphold these standards online (social media, email, chats, etc.).

#### **Prohibited:**

- Defamatory, harassing, or threatening posts.
- Bullying, doxing, or coordinated attacks.
- Sharing private Club info.
- Misuse of Club name, logo, or events.

- Online groups that divide or target members.

Disputes must be handled through official Club channels, not public posts.

## **Reporting**

Violations must be reported in writing to the President, Vice President, Secretary, or Board.

If a Board member is involved, a three-member Conduct Review Panel will be appointed.

Reports are handled confidentially, fairly, and without retaliation. Anonymous reports must include enough detail for review.

## **Investigation**

The Board or Review Panel will promptly investigate and allow all parties to respond. All proceedings remain confidential and impartial.

## **Disciplinary Action**

Possible actions:

- Warning (verbal or written)
- Mediation
- Suspension from events or forums
- Loss of awards or eligibility
- Removal from communication platforms
- Membership suspension or termination
- Ineligibility for leadership roles

Serious or repeated violations may result in removal of an Officer or Director by a two-thirds (2/3) Board vote (per Article VIII, Sec. 805).

## **Appeals**

Members may appeal in writing within 30 days. A neutral three-member panel will review and issue a final decision.

## **Review**

The Executive Board reviews this Code annually. Amendments require a two-thirds (2/3) Board vote and member approval at a noticed meeting.