



Moderation and Reporting & Disciplinary Process

Slack Moderation

Member leaders play an important role in preventing Code of Conduct violations by stepping in to diffuse escalated conversations or interactions. When member leaders see something in our community that looks like a Code of Conduct violation or something that is not adhering to the norms for having good discussions, they are empowered to send a direct message to those involved to remind them of the Code of Conduct that all members have agreed to. Member leaders are also empowered to join conversations and threads to de-escalate heated interactions so that bystanders know that we do not find this type of behavior appropriate.

If a member leader witnesses behavior that they believe is a Code of Conduct violation, they should also proceed with reporting the violation to the Director of Organizing as outlined below.

Reporting and Disciplinary Process

To report a violation of the Code of Conduct, email or message the Director of Organizing (Asia Thomas, athomas@opennewyork.city). The recipient of the report will:

- Acknowledge that they have received the report, and are taking action.
- Ask any follow-up questions needed to better understand the situation, and ask if there is any other member who was involved with whom they should speak.
- Confirm that they can contact the accused individual and determine if the reporter would like to remain anonymous.
- Determine if immediate debrief is needed with anybody who may have been harmed during the incident.
- Determine whether a code of conduct violation occurred.

A balanced review committee convened by the Board President will:

- Reach out to the accused member over email or Slack to let them know they have received a report of a code of conduct violation.
- Invite the member to meet with them to speak about the incident and share their perspective.
- Based on the report severity and the review committee's findings, the committee will make a decision about punitive action based on the following guidelines:
 - If the report was of abusive behavior or was a second report of unwelcoming behavior:
 - The member will be notified that they are being removed from the community (Slack, ONY meetings, and ONY social events), either for a cooling off period (the length of which the committee will decide) or permanently through revoking their membership (member dues are nonrefundable).

- If the incident was a first report of unwelcoming behavior:
 - The review committee will explain how the member's behavior violates the code of conduct and restate the expectations of member conduct moving forward.
 - The member will receive a warning that a second code of conduct violation will result in being removed from the community either for a cooling off period or permanently, depending on the severity of the violation.

Details on cooling off period

When the disciplinary committee determines that a cooling off period is necessary, the member implicated will be removed from Open New York's online communities and will be asked to not attend any in-person or virtual events for a length of time determined by the committee based on the severity of the violation (typically one month).

At the conclusion of the cooling off period, the committee will engage the person in a discussion regarding the unwelcoming behavior and make it clear that another violation may result in permanent exclusion from the organization's membership. Following the conversation and the member's affirmation that they will follow the code of conduct going forward, the member will be allowed to reenter the community. The reporter and any other named member involved in the incident will be notified that the member is reentering the community.