

# P&C MEETING CODE OF CONDUCT

## 10 RULES TO IMPROVE YOUR ASSOCIATION

### *A guide to facilitating successful and effective meetings*

#### **What is a Code of Conduct?**

A code of conduct is a set of rules outlining the responsibilities and proper practices for a particular group. Implementing a Code of Conduct helps to formalise the behaviours and actions of members, in order to ensure successful and effective meetings. **WACSSO recommends that P&Cs create their own Meeting Code of Conduct and adopt it at the meeting following the AGM each year.**

#### **RULE #1**

***We respect each other and everyone's opinions at all times.*** We value the opinion and suggestions of all of our members equally. We practice active listening, never interrupt and always give clear, constructive suggestions. We recognise each other's success.

#### **RULE #2**

***All votes are equal and it is the collective that makes the decisions.*** We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not. We will use secret ballots when required.

#### **RULE #3**

***The agenda will be enforced at all times.*** Any new items that arise during the meeting or after the agenda is circulated will only be included if a vote is passed at the meeting to allow it. Otherwise they become agenda items for the next meeting.

#### **RULE #4**

***Stick to the point.*** Everyone's time is valuable and volunteered. Don't ramble, mumble, go into unnecessary detail, repeat multiple points, raise matters already discussed, or talk when there is nothing to say.

#### **RULE #5**

***Delegate when you need to.*** We will ask each other for help to complete tasks and activities when we are not able to complete them ourselves. We expect everyone to try their best.

#### **RULE #6**

***The minutes will be issued within 2 weeks following a meeting and the agenda 7 days prior to the next meeting.*** Read these! By 'reading', we will think about them, identify any issues or concerns, and consider what we want to contribute at the meeting.

#### **RULE #7**

***Keep the meeting on topic.*** We only discuss matters relative to the agenda during our meetings - we do not have side conversations or get side-tracked. We allow plenty of time at the end of the meeting to show photos, have a cuppa and chat.

#### **RULE #8**

***It is our right to object constructively.*** We all have the right to object constructively when discussing all agenda items.

#### **RULE #9**

***Volunteer only when you can carry through.*** We only volunteer for actions from the meeting when we are able to commit to the time-frame and activities of the motion. We respect the right to say "no".

#### **RULE #10**

***Finish on time.*** If it is nearing finishing time, we will vote on moving unfinished items to the next scheduled meeting, or hold another one in between. We will create a sub-committee to deal with long, technical or contentious items, who will bring recommendations to the next meeting so we can all discuss them.