P&C Meeting Code of Conduct

10 rules to facilitate 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.