The purpose of a code of conduct for meetings is to formalise the behaviours and actions of a particular group, in order to ensure successful and effective meetings.

1. We respect each other and everyone’s opinion at all times.

   We value the opinion and suggestions of all our members equally. We practice active listening, do not interrupt and give clear constructive suggestions.

   We do not discuss individuals or matters not within the remit of the P&C.

2. All votes are equal and it is the collective which makes the decisions.

   We must be current members of the P&C to vote and each member has an equal vote in meetings.

   The sum of our votes determines whether a motion is successful or not.

   We can use secret ballots if required. Once a motion has been voted on we respect the decision of the vote, regardless of whether we supported the motion or not.

3. The agenda will be enforced at all times.

   Any new items that come up during the meeting or after the agenda was distributed will only be included if there is sufficient time before the conclusion of the meeting.

   Otherwise it will be addressed as an agenda item at the next meeting. It may be pertinent to address any new items at the next meeting in order to be sufficiently prepared to address the issue.

4. Stick to the point.

   Everyone’s time is valuable and volunteered. Therefore we won’t ramble, repeat our point several times and bring up matters that have already been discussed.
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.

6. The minutes, agenda and any reports must be delivered to all members prior to the next meeting.
Read these. By reading the minutes and agenda we will think about them, identify any issues or concerns and consider what we want to contribute at the meeting. Being prepared is a vital part of a successful meeting.

7. This is a meeting not a coffee circle.
We only discuss matters relative to the agenda during our meetings. We do not have side conversations or get side-tracked.
There is time at the conclusion of the meeting to have a cuppa and catch up.

8. It is our right to object constructively.
We have the right to object constructively when discussing all agenda items. We will respect differing opinions and not get personal when discussing contentious items.

9. Volunteer only when you can carry through.
We only volunteer for actions from the meeting when we are able to commit to the timeframe and activities of the motion. We respect the right to say ‘no’.

10. Finish on time.
We don’t have to cover everything on the agenda – if the meeting is prolonged we can move items to the next scheduled meeting or hold a special meeting in between.
If we have an agenda item that is particularly long or technical or contentious we can create a subcommittee who will bring well thought out recommendations to the next meeting.