

# 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 points 10 times, 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, agenda and any reports must be delivered in writing to all members 7 days prior to the 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

**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. We allow plenty of time at the end of the meeting to show photos, have a cuppa and discuss the latest results!

#### 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 timeframe 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.

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