



Our Code of Conduct

Adopted: 27/08/2018

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 and agenda will be delivered in writing to all members 7 days prior to the meeting. Position holder reports are to be distributed the Friday night before the meeting to all members.*

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 subcommittee to deal with long, technical or contentious items, who will bring recommendations to the next meeting.