

ROCKINGHAM BEACH PRIMARY SCHOOLS P&C ASSOCIATION INC

P&C GENERAL MEETING CODE OF CONDUCT

RULE 1 **The aim of the P&C Association is to facilitate communication between parents, community citizens and the schools and to ensure that the students get the best possible educational experience.**

Childhood is a fleeting and magical time. The school experience should be a positive one with parents, teachers, administration and the community working together during these formative years to provide the finest opportunities for our children. We do not join the P&C to pursue our own agendas, go on a power-trip or cause trouble. We welcome new members because every new person brings with them skills and ideas that are vital to an evolving association.

RULE 2 **We respect each other and everyone's opinions at all times. We 'play nice' in our P&C.**

We don't all have to like one another but we do need to work together. We value the opinion and suggestions of all our members equally. We practice active listening, never interrupt and always give clear, concise suggestions. We only ever engage in constructive criticism. We recognise each other's successes and support one another when needed.

RULE 3 **All votes are equal and it is the majority which makes all 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. We will not use manipulation or sulk if we don't get our own way. We will carefully consider the pros and cons of a motion before voting.

RULE 4 **The agenda will be enforced at all times.**

Any new items that come up during the meeting or after the agenda was sent out will only be included if a vote is passed at the meeting to do so. Otherwise they will become agenda items for the next meeting.

RULE 5 **Communication is vital. The minutes, agenda, reports and any motions to be tabled must be delivered in writing to all members 5 days prior to the meeting. The agenda and proposed motions must also be displayed on the P&C noticeboards 5 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. By doing this we will dramatically reduce time spent on unproductive discussion and negate the need for copious amounts of coffee.

RULE 6 Stick to the point.

Everyone's time is valuable and volunteered. Therefore we don't ramble, mumble, go into masses of unnecessary detail, repeat points 10 times, bring up matters that have already been discussed or talk when there is nothing to say.

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 private conversations or get side-tracked. We have plenty of time to do this at the end. Our meetings start on time and finish within a reasonable timeframe.

RULE 8 It is our right to object constructively.

We all have the right to disagree with others when discussing an agenda item provided objections are constructive and not personal attacks. Argumentative or abusive behaviour will not be tolerated. We will air our concerns in the meeting and avoid the 'Carpark Boardroom'. Gossiping is not constructive.

RULE 9 Volunteer only when you can carry through and delegate when you need to.

We only volunteer for actions arising from motions when we are able to commit the time and effort required. We will ask each other for help to complete tasks and activities when we are not able to complete them on our own. We expect everyone to try their best. We respect the right to say 'no'.

RULE 10 Finish on time.

Although it is desirable, we don't have to cover everything on the agenda. If it's getting close to finishing time, we will vote on moving the items to the next scheduled meeting or hold another one in between. If we have an agenda item that is long or technical or particularly contentious and is taking up more time than anticipated, we will create a sub-committee who will bring well thought out recommendations to the next meeting.

OUR P&C IS ONLY AS EFFECTIVE AS ITS MEMBERS. BE FRIENDLY, ORGANISED, AND ABOVE

ALL ENTHUSIASTIC! DON'T FORGET THAT ALL YOUR FELLOW MEMBERS ARE VOLUNTEERS TOO.

REMEMBER TO PROJECT A POSITIVE IMAGE OF THE P&C BECAUSE MORE MEMBERS MEANS

BETTER REPRESENTATION AND LESS WORK FOR EVERYONE!