



Meetings Code of Conduct

Updated: Oct 21 2015

1. Turn off or silence your cell phone. If you need to take a call, please do so outside the meeting room.
2. Everyone attending the meeting will be treated with respect. Attendees will deal with each other in an open and honest fashion, and will allow others the opportunity to speak without interruption.
3. Come to the meeting with a positive attitude. Be constructive and represent the best interests of the PTSA rather than individual constituencies.
4. Communicate clearly, concisely to the topic, and within your allotted time. Avoid multiple conversations simultaneously, and limit side conversations.
5. Do not seek to dominate proceedings.
6. Refrain from disruptive behavior during meetings. This includes interrupting or impeding the orderly conduct of the meeting.
7. In the event of a violation of this code, a motion may be moved and seconded to suspend the violating member/s for the remainder of the meeting. Such a motion will be put to the Board of Directors without discussion and if supported by a majority of members of the Board present, voting will be declared carried. No further action will be taken until the offending member/s has been removed and order has been restored.
8. It is the duty of the presiding officer to preserve order. In the event of disorder, the presiding officer has absolute discretion to adjourn the meeting, and by quitting the Chair will bring the meeting to an end.