



## What is a Meeting Code of Conduct?

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.

This Code of Conduct was recommended to our organisation by one of our affiliated P&Cs.

They have given WACSSO permission to share it with you...or you can use it as a guide to create one for your own P&C.



**OUR MISSION**  
The WA Council of State School Organisations Inc. influences the direction of public education towards the views of parents and citizens for the benefit of students

WACSSO is the representative of over 650 Parent & Citizens' (P&C) Associations throughout Western Australia. It influences the direction of education as one voice through negotiation with federal, state and local governments, the Minister for Education, and key stakeholders.

Founded in 1921, WACSSO strives to influence in a positive way, the future direction of education for the benefit of students encompassing all aspects of learning, including cognitive, social, emotional, health and physical education.

### We are involved in:

- advocating for air-conditioning in schools
- changes to school crossings and the 40km zone around schools
- supporting the continuation of onsite Dental vans within schools
- delivering a P&C training program to P&Cs
- keeping in touch with relevant healthy school policy and Canteen issues
- continuing to influence the Federal Government to introduce greater funding to schools through the Investing in our Schools process and extensive input into associated legislation to bring about positive changes for government schools.



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THE WESTERN AUSTRALIAN COUNCIL  
OF STATE SCHOOL ORGANISATIONS INC.



# P&C Meeting Code of Conduct

A recommendation to facilitate successful and effective P&C meetings.



# P&C Meeting Code of Conduct

**Rule 1. We respect each other and everyone's opinions at all times. We "play nice" in our P&C.**

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 which 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 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 item/s for the next meeting.

**Rule 4. Stick to the point.**

Everyone's time is valuable and volunteered. Therefore we don't ramble, mumble, go into masses of unnecessary detail, repeat your points 10 times, and bring up matters that have already been 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 sidetracked. 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 meeting the timeframe and activities of the motion. We respect the right to say "no".

**Rule 10. Finish on time**

We don't have to cover everything on the agenda - if it is 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, create a sub-committee who will bring well thought out recommendations to the next meeting.