



RULES OF MEETING ETIQUETTE

INTRODUCTION As defined, etiquette refers to good manners. Meeting Etiquette refers to codes of behavior an individual ought to follow while attending meetings and discussions.

Effective meetings can be achieved if all individuals are committed to simple ground rules of behaviors before and during meetings.

- Do not deviate/digress from key points on agenda
- Address all contributions to the meeting via the Chair. Members should not have meetings within a meeting.
- Members should respect each other's contribution and not interrupt when someone is speaking.
- Members should take turn talking (permission from the Chair "to have the floor")
- Members should act in a way that is fair and unbiased
- Members should make sure that their comments do not amount to personal attack on another individual and should avoid using heated, emotional and value loaded language and behavior.
- Members should avoid acting or speaking in a way that may be perceived as bullying, abusive, discriminatory or derogatory.
- Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.

Any participant who does not comply with the Meeting Etiquette rules will be asked to leave the meeting by the Chairperson. Any person excluded from an individual meeting because of behavior will only be allowed to return to future meetings if they agree to abide by the rules.

HOW TO MAKE A MOTION

If at all possible, contact the President to add your request to the next meeting agenda

- At the appropriate time, the Chair will give you permission to make your motion: "I motion that"
- The Chair will ask for a seconder.
- Then there will be a discussion period with the motioner given first chance to explain his motion.
- Other members then raise their hands to speak about the motion and the Chair will permit members one at a time to ask the motioner questions or give their opinion on the matter.
- After the Chair is satisfied that there are no amendments nor more questions, he closes the conversation period, repeats the motion, and asks for the vote.

A member may also make a motion during the meeting without prior notice to the agenda. Raise your hand and wait for the Chairman to recognize you (give you the floor) and then state your intent to make a motion.