



Code of Conduct for Member Meetings

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Code of Conduct for Member Meetings

1 Introduction

- (1) This Code of Conduct is established to ensure a positive and respectful atmosphere during members meetings (which include Town Hall meetings, District meetings and Branch meetings).
- (2) All members are expected to adhere to these guidelines to create an inclusive and productive environment.

2 Respectful Communication

- (1) speak courteously and listen actively when others are speaking.
- (2) Avoid interrupting or talking over others.
- (3) Be mindful of your tone and language and promoting a positive and constructive atmosphere.

3 Active Participation

- (1) Contribute meaningfully to discussions.
- (2) Encourage others to share their opinions and ideas.
- (3) Ensure everyone has an opportunity to participate.

4 Punctuality

- (1) Arrive on time and be prepared for the meeting.
- (2) Notify the membership group in advance if you are unable to attend.



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5 Confidentiality

- (1) Respect the confidentiality of discussions.
- (2) Do not share sensitive information outside of the meeting without explicit permission.

6 Disagreements and Conflict Resolution

- (1) Disagreements are expected but address them respectfully.
- (2) Avoid personal attacks, focus on the issue at hand.
- (3) If conflicts arise, seek resolution through open communication.

7 Use of Technology

- (1) Minimise distractions by silencing devices not needed for the meeting.
- (2) Use technology responsibly and for meeting-related purposes only.

8 Agenda Adherence

- (1) Stay on topic and follow the meeting agenda.
- (2) Be concise and avoid going off on tangents.

9 Decision-Making

- (1) Respect member decisions, even if they differ from your personal preference.
- (2) If you disagree with a decision, express your concerns constructively.

10 Professionalism

- (1) Conduct yourself in a professional manner.
- (2) Avoid inappropriate language, jokes, or behaviour.



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11 Feedback

- (1) Provide feedback constructively and with the intention of improvement.
- (2) Be open to receiving feedback from others.

12 Consequences of Violations

- (1) Violations of this Code of Conduct may result in warnings, temporary suspension, or, in severe cases, expulsion as a member.
- (2) The severity of consequences will be determined based on the nature and repetition of the violation.

13 Acknowledgement

- (1) By participating in the meetings, members acknowledge their understanding and acceptance of this Code of Conduct.
 - (2) It is the responsibility of each member to uphold these standards and contribute to a positive and inclusive environment.
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