“Insert Committee name”

Community Asset Committee

Code of Conduct and Meeting Rules

Code of Conduct

1. We will always act in the best interests of the facility and community.
2. We will respect each other in our communication and actions.
3. We will ensure that one person is speaking, and other people are listening.
4. We will give everyone the opportunity to have a say, without interruption.
5. We will be considerate of each other whether we agree with another person’s opinion or not.
6. We will ensure that discussion remains on topic and does not become personal or disrespectful.
7. We expect the Chairperson to ensure that behaviour contrary to our Code of Conduct is addressed, noting that all Committee members have a responsibility in this matter. The chairperson is expected to manage behaviour contrary to the Code of Conduct in the following way:

* *When there is an instance where someone is behaving contrary to the Code, call the meeting to order, cease discussion on the current item of agenda and explain that you wish to raise a concern regarding behaviour that is contrary to the Committee’s Code of Conduct.*
* *Communicate with the person behaving contrary to the Code, draw the person’s attention to the relevant part/s of the Code and the behaviour that is contrary to the Code and request the person to cease the behaviour. It is anticipated that this initial step will be adequate to address the concern.*
* *If the behaviour continues, again call the meeting to order, cease discussion on the agenda item and communicate with the person who is continuing to behave contrary to the Code, draw their attention to the relevant part/s of the Code and the behaviour that is contrary to the Code and request the person to cease the behaviour. At this time also advise the person that this is a final request and that if the behaviour continues, steps will be taken to remove the person from the meeting. Again, it is anticipated that this additional step will be more than adequate to address the concern.*
* *If the behaviour is repeated, call the meeting to order, cease discussion on the agenda item and communicate with the person who is continuing to behave contrary to the Code, draw their attention to the relevant part/s of the Code and the behaviour that is contrary to the Code. Reinforce that there have been two requests to stop the behaviour that is contrary to the Code and a warning regarding the consequences of continuing to behave in this manner.*
* *As Chair, make a ruling on the person behaving contrary to the Code being removed from the meeting.*

Meeting Rules

1. We will act in accordance with our Code of Conduct and Meeting Rules.
2. We will set a calendar of meeting times for the year well in advance and conduct a minimum of four meetings per year. We will arrange additional meetings as needed.
3. We will start and finish meetings on time.
4. We will distribute the meeting agenda at least one week prior to the meeting being held. The steps to achieve this will include:

* The Secretary will request any agenda items to be relayed to her / him at least a fortnight before the meeting; and
* The Secretary and President will finalise the meeting agenda.

1. We will come well-prepared for our meetings.
2. We will consider late agenda items that are important and urgent through a resolution to accept the late agenda item at the commencement of the meeting.
3. We will allocate time on the meeting agenda for ‘General Business’. This will not include items that require a decision. This will allow time for information sharing. The time allocated to ‘General Business’ will be determined by the Chairperson.
4. We will distribute the Meeting minutes to all Committee members within a fortnight of the meeting being held. The Minutes will be formally approved at the subsequent meeting and then signed by the by President and Secretary.
5. We will keep a record of agendas and minutes. The Secretary will keep a record of all communication, emails correspondence etc. All members should forward communication to the Secretary and the Secretary will report on relevant matters at Committee meetings.
6. When considering agenda items and discussing motions we will:

* Set the following time limits on all speakers – Mover (4 minutes); Seconder and all other speakers for and against the motion (3 minutes); mover as concluding speaker (2 minutes);
* Keep to the subject matter; and
* Not continue to debate matters after meetings.

1. To assist the Committee to work effectively we will:

* Approve Position Descriptions for all members of the Committee;
* Be familiar with the responsibilities of each position;
* Attach our Code of Conduct and Meeting Rules to each meeting agenda; and
* Evaluate our Meeting Rules and our performance against our Rules each year.

1. We will allow time for user groups to be given the opportunity to present a proposal while ensuring that we manage all conflicts of interest.