



PARENTS AND CITIZENS ASSOCIATION

Learn Lead Succeed

P&C Meeting Guide

About the meeting

- Quorum is 7 members
- Motions can be verbal or written
- A member may place an item/motion on the agenda by contacting the Secretary before the meeting
- Or introduce a topic for discussion in General Business

Meeting Standards

- One person talks at a time
- Listen to and show respect for the opinions of others
- **No side conversations**
- Cell phones on silent or vibrate
- No conversation/discussion will involve a person's name, use 'a student', 'a parent', 'a teacher' etc instead.
- Hold questions on reports; Financial, Exec and Subcommittee until the end of the report

Meeting Routine

- The agenda will be followed
- Motions will be passed as required. They can include:
Previous minutes, Business arising from previous minutes, Financial report, Correspondence, Business arising from correspondence, Subcommittee reports, Actions from subcommittee reports, Exec Principal report, Actions from General Business, Actions from New Topics, New Memberships

To enter a motion

1. Put forward a clear and concise proposal for a decision or action to the meeting via the chairperson
2. A second person agrees to 'second' the motion. They state their name and say "I second the motion".
(This is not a vote in favour of the motion, but a vote to have the motion put before the meeting.)
If a motion is not seconded, it lapses.
3. The Chairperson will open up debate on the motion
4. Members have a discussion. (stay on topic)
5. After some discussion, the person who originally moved the motion has a right of reply.
6. The motion is then repeated by the chair and a vote is taken
7. If the motion is passed, it becomes a resolution. A resolution passed by a simple majority of votes (ie more than half of the members who cast a vote) is known as an ordinary resolution