

# Head Start

## PC/PAC MEETING GROUND RULES

### RIGHTS AND RESPONSIBILITIES OF MEMBERS

#### RIGHTS

- ◆ Notices of meetings
- ◆ Attend meetings
- ◆ Make motions
- ◆ Second motions
- ◆ Nominate people for office
- ◆ Be nominated for office
- ◆ Elect people to office
- ◆ Know the meaning of the question people are debating
- ◆ Object when rules are being violated
- ◆ Appeal the decision of the Chair
- ◆ Not have to suffer personal abuse and attack
- ◆ Have access to minutes of all meetings
- ◆ Voice your opinion

#### RESPONSIBILITIES

- ◆ Attend meetings
- ◆ Be on time
- ◆ Stay until the end of the meeting
- ◆ Be ready to discuss a topic
- ◆ Be attentive
- ◆ Be open-minded
- ◆ Treat everyone with courtesy
- ◆ Address issues, do not attack people
- ◆ Insist on law and order at meetings
- ◆ Be familiar with basic rules of parliamentary law
- ◆ Adhere to rules of the organization
- ◆ Respect the rights of others
- ◆ Participate in committees
- ◆ Promote the organization's growth and influence
- ◆ Enhance the organization's reputation
- ◆ Voice your opinion

