# 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