

Meeting Code of Conduct for the AACAInc 180516

Members and member's guests at all meetings of the: - Australian Agricultural Contractors Association Inc,

**Shall at all Committee Meetings, General Meetings, Special General Meetings,
and any other gathering of members, will adhere to the following: -**

Meeting Code of Conduct:

- 1/ All Members **and Guests** participating in meetings will be treated with dignity, honoring their uniqueness and value. There will be **no tolerance** for abuse, the use of derogatory remarks, personal insults, threats or any form of discrimination or intimidation. **Members are responsible for the conduct of the guests they invite.**
- 2/ Members and **member's guests** must deal with each other in an open, honest and **respectful fashion.**
- 3/ Members and **member's guests** will respect the views of others and allow others the opportunity to speak without interruption.
- 4/ Members and **member's guests** are expected to conduct business in an inclusive way.
- 5/ Members and **members guests** are expected to have completed the necessary advance preparation for meetings, and be prepared to dedicate sufficient time and energy to the business at hand.
- 6/ Members and **member's guests** should arrive for meetings before the gazetted commencement time and expected to stay for the duration of the meeting.
- 7/ Members and or **member's guest's** communications in meetings will be conducted through the chair and be clear, timely, and concise to the topic and avoid inappropriate language and/or reference to personalities.
- 8/ Members and or **member's guests** will engage in communications in an orderly fashion **ALL DISCUSSIONS WILL BE DIRECTED THROUGH THE CHAIR,** such that multiple conversations are not occurring at one and the same time.

- 9/ Members or member's guests will not seek to dominate proceedings.
- 10/ If the Chair of a meeting believes that a Member or members guests are in breach of the Code of Conduct, he or she will request the individual to refrain from the action, on a second occurrence, or if the chair feels the misdemeanor is of a serious nature, direct the offender [member and or guest or both] to withdraw from the meeting, and the offending member be suspended from further participation in that gathering.
- 11/ **When members or guests register for a meal on or by the designated time, and after that time register as an apology on the time of the meeting they will be charged for the meal, which was ordered on their behalf, unless the committee deem otherwise.**
- 12/ NO alcoholic beverages are to be consumed in any meeting conducted by the Australian Agricultural Contractors Associations Inc.**
[This was passed at the SGM in 2014. And further passed at the following AGM]