

Mitchell Parent Advisory Council Meeting Rules and Etiquette Guidelines

Mitchell PAC meetings are scheduled for one hour, from 6:00pm to 7:00pm. To ensure that this schedule is adhered to, the following rules and etiquette guidelines have been created. It is within reason that any attendee who does not follow these rules be asked by the Chair to leave the meeting.

1. The Chair shall hold primary speaking role, and will direct others listed on agenda to present as their topic is addressed.
2. Agenda shall be followed by topic in order during meeting, with Chair directing conversation to move to next topic. Once a topic is completed, there will be no further conversation on it.
3. In order to address the topic at hand, attendees must raise their hand and be recognized by the Chair to take the floor. If the inquiry is not on topic, the Chair shall redirect the inquiry to the Open Discussion portion of the meeting, before close.
4. Any inquiries or comments that are not associated with a listed agenda topic must only be brought up during Open Discussion/Q&A.
5. To respect the meeting, fellow attendees, and speaker, attendees **SHALL NOT**:
 - a. Have individual conversations/side-chats amongst each other during the meeting.
 - b. Utilize their cell phones during meeting (talk, text, or otherwise). If a call must be taken in case of emergency, the individual shall leave the room to take the call.
6. Arguments, fights, and unconstructive negative comments are **UNACCEPTABLE**, and will not be permitted. Anyone who engages in such behaviour will be asked to leave by the Chair, and parties involved must abide by this decision. Any instances will be documented in the meeting minutes.