

# Porter Creek Community Association

## Membership Meeting Order of Conduct

- 1. Only members in good standing can vote on motions at meetings.** Individuals who are not paid members can observe and engage in discussion. All motions made at a meeting will involve discussion following the motion being stated for the Record and then seconded.
- 2. Individuals will speak in turns and will not interrupt each other.** The PCCA President will ensure the proceedings of meetings are respectful in this way.
- 3. Approval of agenda** — any member present can, during the discussion of the motion to approve the agenda, add or remove an item of concern. A member must move to approve the agenda and a different member must second.
- 4. Approval of minutes of previous meeting(s)** – any member that was present at the dated meeting can make corrections. And move to adopt the minutes. Secunder needed
- 5. Old business** – Discuss the items arising from the past meetings as listed. Anyone present can comment in turn by a raised hand and a positive indication from the PCCA President. The issue can also be tabled until the next meeting.
- 6. New Business** – Discuss the new business items as listed. Anyone present can comment in turn by a raised hand and a positive indication from the PCCA President. The issue can also be tabled until the next meeting.
- 7. Adjournment** – A member should adjourn the meeting. No seconder is necessary.