

Canadian Hispanic Housing Co-Operative Ltd.
Las Americas Villas

OPERATING MANUAL • POLICY & PROCEDURE

HOUSING POLICY

SUBJECT:

RULES OF CONDUCT, MEETING

APPROVED BY:

BOARD OF DIRECTORS

DATE OF APPROVAL:

DATE OF AMENDMENT OR REPLACEMENT:

Rules of Conduct are a set of rules that govern the conduct of CHVHC meetings. For a meeting to make logical progress, there must be order, civility and decorum. The general principles that will be upheld are:

- CHVHC Bylaws prevail;
- The meeting will commence and conclude on schedule;
- Members shall keep their comments and focus on the issues and avoid personal criticisms or speculation on the motives of other members;
- Members shall remain courteous and use appropriate language;
- Members shall refrain from using profanities, obscenities, name calling, shouting, interruptions, personal attacks and comments that maybe embarrassing or humiliating to other members;
- Only one member speaks at a time (after being recognized to speak, generally by whoever raises his/her hand first);

- Members must be able to speak without being interrupted as long as they observe time limits and rules of debate;
- Vocal or visual distractions should be minimized or eliminated.

SHOULD ORDER, CIVILITY AND DECORUM NOT BE ACHIEVED, THE CHAIR CAN CALL A MOTION TO ASK THE DISRUPTING MEMBER TO LEAVE AND/OR TERMINATE THE MEETING.

We will need to work together to uphold the democratic principles of equality, fairness and common sense and to serve the best interests of the cooperative and its members. We need to resolve and bring closure to divisive issues so that we can move forward toward fulfilling our collective benefit.

We need to ensure that order, decorum and clarity are preserved regardless of the size of the meeting and regardless of the complexity and derisiveness of the issues at hand.