

## Protocols For Britannia PAC Meetings

We are a very relaxed PAC, but we do follow a few rules to keep the meetings respectful, short, and informative.

- 1) Let the presenters finish their statements on all topics that they present on. Once each presenter is done, the chairperson will open the meeting for questions and comments. (We will provide paper and pencils so you can write down questions or comments while you think of them during the presentations.)
- 2) Everything discussed during a PAC meeting is general, meaning we don't discuss any individual student or staff member unless we are reporting on positive accomplishments.
- 3) If a particular topic is taking a lot of time we call it a **hot topic** and we will table the discussion until the next meeting so that we have sufficient time to deal with the other items on the agenda.
- 4) We are required to have a vote in certain circumstances such as when spending money or writing a letter so that they can be recorded in the minutes. We vote by a show of hands.
- 5) We do our best to start our meetings on time. We usually wait a few minutes but if you arrive at a meeting that has already started that is fine. Just find a seat and the person next to you will catch you up as soon as there is a convenient time. Alternatively at the end of the meeting you can ask the secretary who takes the minutes.

Thank you everyone for taking the time to read this and for respecting the rules at our meetings. If you have any questions please feel free to ask any of the PAC executive members.