



SYC Meeting Protocol and Guidelines

Purpose

To promote and expect accountability of all members, presenters and guests attending meetings conducted by or on behalf of the Swan Yacht Club (SYC).

Expectations and Actions

General Items

1. The meeting agenda should be available to voting members at least three (3) days before the meeting by email or downloadable from the SYC website. It is the member's responsibility to request this if they have not received a copy.
2. The office should provide a hyperlink to the SYC website for the minutes of the previous meeting within 60 days of the meeting date. It is the member's responsibility to request this if they have not received a copy.
3. Flag Officers will review the agenda at the beginning of the meeting, and are at liberty to make any changes necessary.

Specific Requirements of Meeting Attendees

1. Member's questions shall be provided in writing and shall be accepted no later than seven (7) days prior to the meeting.
2. Member's questions shall be included in the agenda for that meeting.
3. The Committee member responding shall acknowledge the member, then proceed to provide a response.
 - a. The member of the question will proceed to the podium microphone(if available) and shall clearly state his or her name, membership number and pose the right of reply question to the committee.
4. Any feedback on the matter should be directed to the website suggestions drop box or General Manager via email or letter. Not during the meeting.
5. The member engaged will be allowed to seek clarification of the response with a single query. If it is possible, the committee member will respond immediately, otherwise the question will be listed as a follow up for that member at the next meeting.
6. Conduct of all persons present during meetings shall be of a professional, inclusive and respectful nature, in the spirit of this document, and of the values held by the club and the SYC rules.



- a. Members shall not wilfully obstruct, disturb, or interrupt any other person during the meeting. In doing so they will be deemed to be in breach of formal meeting conduct rules and may be subject to disciplinary action.
- b. Members shall not heckle, make defamatory comments, or make inappropriate gestures to a presenter/committee person during a meeting; the member(s) will be in breach of formal meeting conduct rules and subject to disciplinary action.
- c. Members shall welcome guest presenters and when invited participate by asking questions in a respectful manner, acknowledging that the presenter is a guest of the Swan Yacht Club. This also acknowledges that many guest presenters have been asked by the management committee to present to the group and in some cases they are volunteers of their organisations. Guest presenters deserve to be treated as respected guests.