

## **Metta's guidelines for members' conduct during meetings**

Version February 2020

### **Purpose: to provide guidelines on members' conduct during meetings**

(Note: to turn this document into Metta's "code of conduct" by-law)

Metta housing co-operative is based on the values of self-help, self-responsibility, democracy, equality, equity and solidarity. As Metta's members, we believe in the ethical values of honesty, respect, openness, social responsibility and caring for each other.

This short guide is intended to provide Metta's members with **guidelines on members' conduct during meetings**. Please read these guidelines at the beginning of every meeting:

- Come to the meeting with a positive attitude.
- Treat members with respect and openness. Be kind to all the people who attend the meeting.
- Talk one at a time, waiting to be recognized by the Chairperson.
- Be conscious about how much time and space you take when speaking (speak up or quiet down).
- Members need to stay on the topic being discussed.

HAVE A GOOD MEETING AND ENJOY EACH OTHER ☺