**Spearwood Progress Association**

**Meeting Guidelines**

1. All members are to be treated with respect.
2. Everyone is entitled to their opinion and all members will listen to each other and will not speak to anyone in a condescending or intimidating manner.
3. Bullying, Discrimination and Victimisation of any member will not be tolerated within or outside of meetings.
4. All members shall follow the agenda of the meeting at the direction of the chairperson and will keep their comments in line with the agenda items.
5. All members shall act in good faith with the aim of improving the area and community of Spearwood.
6. All minutes and comments made in the meeting shall remain confidential unless advised otherwise.
7. There will be no electronic recording of meetings unless authorised prior.
8. All members shall treat the staff and elected representatives of the City of Cockburn with respect and not insult or berate them.
9. Only the Chairperson or specified delegate is authorised to speak on behalf of the Association.

10.The position of member is an entirely voluntary position and no payment will be made to any member for their time on the Spearwood Progress Assoc.

All members attending our meetings must agree to abide by the meeting guidelines at all times and acknowledge that suspension or expulsion from the Spearwood Progress Assoc. is possible if any of the above guidelines are breached.