

Ground Rules for the Fish Hoek Valley Ratepayers and Residents Association (FHVRRA)  
Executive Committee (Exco) during meetings – 12 May 2017

- Attempt punctuality – notify the Chair before hand for recording in the minutes, especially absences – and arrive in silence when late;
- Before speaking, get recognition from the Chair (parliamentary procedure);
- Attack the statement, not the person i.e. show respect and decorum;
- Don't just complain, provide an alternative solution;
- Silence is approval – a vote doesn't always need to be taken when everyone seems to be in agreement;
- Decisions may be deferred for any of several reasons, ex. insufficient data, split opinions;
- Everybody must have their say – share the floor with other speakers, equally;
- Allow a person to finish in order to understand – don't cut short someone who is speaking;
- Prepare and distribute committee reports to the other members before the meeting in order to save time;
- Guests may attend meetings, if pre-approved by the Chair; and
- Other customary meeting rules, such as contained in Robert's Rules of Order.