

PROPOSED RULES OF MEETING ETIQUETTE

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INTRODUCTION. This document was prepared because members of the AMHE Board are regarded as role model for the entire membership. Presented below are ethical behavioral guidelines as established and practiced by well known professional organizations.

BACKGROUND & RATIONALE. As defined, **etiquette** refers to good manners required by an individual to find a place in society. It is appropriate for an individual to behave appropriately in a group or in public to earn and retain respect and appreciation. **Meeting Etiquette refers to codes of behavior an individual ought to follow while attending meetings and discussions.**

- AMA uses **Sturgis Parliamentary Rules** and other organizations utilize **Roberts Rules** to conduct and control the meeting processes and avoid disruption. Both set of rules are focused on inherent orderly processes and presume, without defining parameters of behavioral compliance of participants.
- 2007 International Good Practice Guidance provides a set of rules of meeting behaviors. These rules represent “principles, values, standards” to “guide decisions, procedures and systems of an organization in a way that contributes to the welfare of stakeholders and respects the rights of all constituents affected.”
- **Meetings are a major component of AMHE functioning. Members sit together on a common platform to exchange views and opinions and reach solutions benefitting the association that are mutually acceptable to all. They all must maintain the decorum of AMHE.**
- Behavior of participants at a meeting is important to the success of a meeting.

- Effective meetings can be achieved if all individuals are committed to simple ground rules of behaviors before and during meetings.
- In that vein, the following “Meeting Etiquette Rules” are submitted.

PROPOSED MEETING ETIQUETTE RULES

- ✚ **Appropriate etiquette meeting behavior reflects respect for self, others and the AMHE.**
- ✚ **Preparation for meeting: review agenda and all applicable documents.**
- ✚ **Never be late for meeting unless prior notice given**
- ✚ **Do not deviate/digress from key points on agenda**
- ✚ **Practice cell phone etiquette during meeting.**
- ✚ **Address all contributions to the meeting via the Chair**
- ✚ **Participants should not have meetings within meeting.**
- ✚ **Participants should respect each other’s contribution and not interrupt when someone is speaking.**
- ✚ **Participants should take turn talking**
- ✚ **Participants should act in a way that is fair and unbiased**
- ✚ **Participants should make sure that their comments do not amount to personal attack on another individual and should avoid using heated, emotional and value loaded language and behavior.**
- ✚ **Participants should avoid acting or speaking in a way that may be perceived as bullying, abusive, discriminatory or derogatory.**
- ✚ **Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.**
- ✚ **Any participant who does not comply with the Meeting Etiquette rules will be asked to leave the meeting by the Chairperson. Any person excluded from an individual meeting because of behavior will only be allowed to return to future meetings if they agree to abide by the rules.**