Meeting Ground Rules

1. Members must be punctual when coming to meetings and after breaks.

2. All members are required to present themselves decently: no consumption of alcoholic drinks is permitted before and during meetings.

3. Every one should attend meetings with a positive attitude and an open mind.

4. Members must treat each other with respect during meetings and breaks.

5. Members must be respectful to fellow members' ideas and condition when they talk

6. Cellphones should be turned off or put to vibration.

7. Making or receiving phone calls during meeting is prohibited. If you must take urgent phone calls, take your conversation away from the meeting area.

8. Members must wait to be recognized by the Chairperson/facilitator for their turn to communicate ideas or to make comments.

9. Side conversations must wait for break sessions.

10. Members should be patient when listening to others and must not interrupt them.

11. Members have to stay on the agendum or topic being discussed.

12. When a topic or an agendum has been discussed fully, members must not bring it back up. However, members may share their additional contribution to any agenda during time rendered for "parking lot items".

13. Members should not discuss personal issues during meetings, except when the meeting is convened for the purpose. However, you are allowed to share relevant experience to support a point at your own discretion.

14. Address all comments or concerns about anything during the meeting to the Chairperson/facilitator. It is the chairperson's/facilitator's job to bring meetings to order.

15. Threats and/or comments directed to members are violation of IOCA's constitution, hence, not permitted.

Violators may be ejected from the meeting. The chairperson/facilitator, after obtaining majority consent from the attendance, may decide to reschedule the meeting. The violator/s will be referred to the Board of Directors for reprimand according to Imatari Otuho Community Association's current constitution.

FULL NAME	SIGNATURE	DATE