

## **PTO MEETING CODE OF CONDUCT**

*PTO meetings follow a standard agenda, which is set before each meeting. This agenda includes reading of the minutes, presenting budget information, discussing old and new business, and hearing current updates. Every meeting also includes an opportunity to raise “new business,” which can be accepted by the Executive Board for discussion at the current meeting or placed onto the next meeting agenda, as appropriate. The community is encouraged to bring “New business” matters to each meeting in an effort to continue the impact of the PTO at the school.*

*During the meeting, appropriate meeting etiquette is expected. This includes, but is not limited to, the raising of hands to present a topic, acknowledgement by the meeting chair, polite discourse on any topic, advancing of ideas to a vote (if necessary), and acceptance of the outcome of a vote on a presented topic. Discussion of “non-business” (e.g. personal) matters should be reserved for outside of the PTO meeting; appropriate dialogue, discourse, and even disagreement on a presented business topic are allowed and encouraged, but should be respectful and remain focused on the business topic being discussed. Criticism of individuals such as teachers, administrators, board members or parents shall not be voiced in open meetings. Individuals engaging in inappropriate behavior may be subject to corrective actions including muting/censure, either on the topic or for the entire meeting, or possibly removal from the meeting.*

*Any individual problems that arise shall be taken up outside of the meeting and should be addressed with either the President of the PTO or the PTO Executive Board. Any concerns or complaints should be sent to the PTO via e-mail at [ptoscvt@gmail.com](mailto:ptoscvt@gmail.com). Once reviewed, a response addressing the issue will be sent.*