**Camberwell Magpies Cricket Club - Meeting Ground Rules Policy**

**1. Purpose**  
The purpose of this policy is to establish a set of ground rules for meetings to ensure that all club meetings are productive, respectful, and focused on achieving the club's objectives. These rules apply to all meetings, including committee meetings, general member meetings, and any other gatherings where the club's activities are discussed.

**2. General Meeting Guidelines**

**2.1 Respectful Communication**

* Speak with respect and consideration for all participants.
* Listen actively, without interrupting, and allow others to complete their thoughts.
* When disagreeing, express your views constructively and with professionalism.
* Avoid personal attacks or offensive language.
* Use inclusive language that reflects the diversity of the club.

**2.2 Timeliness**

* All participants should arrive on time for meetings.
* If you are running late or unable to attend, notify the meeting organizer as soon as possible.
* Meetings should start and end on time to respect everyone's schedules.

**2.3 Agenda and Preparation**

* The meeting agenda will be sent out at least 48 hours before the meeting.
* All participants are expected to come prepared to discuss the agenda items.
* If you have additional items to add to the agenda, submit them at least 24 hours before the meeting.

**2.4 Participation**

* Everyone is encouraged to contribute to discussions and share their perspectives.
* Keep contributions relevant to the topic at hand.
* If you need to step away or become disengaged during the meeting, please notify the group.

**3. Decision-Making Process**

**3.1 Consensus Building**

* The club aims to make decisions by consensus, where possible, ensuring that all voices are heard and considered.
* If consensus cannot be reached, a vote will be held. The outcome of the vote will be determined by a majority.

**3.2 Voting**

* Only members with voting rights may participate in decision-making votes.
* In the case of a tie, the meeting chairperson will have the casting vote.

**3.3 Record Keeping**

* A secretary or designated person will take minutes of the meeting, including key decisions and action items.
* Minutes will be distributed to all members within 48 hours of the meeting.

**4. Meeting Environment**

**4.1 Focus and Engagement**

* Limit distractions, such as phones or side conversations, during meetings.
* If possible, mute devices or put them on silent to avoid disruptions.
* Make sure the meeting space is accessible to all participants.

**4.2 Online Meetings (If Applicable)**

* Ensure the technology is set up and working ahead of time.
* Mute microphones when not speaking to reduce background noise.
* Use video (if possible) to encourage full engagement and connection.

**5. Confidentiality and Privacy**

**5.1 Confidentiality**

* Any sensitive or confidential information discussed during meetings must remain private and not be shared outside of the meeting unless specifically authorized.
* Members should respect the confidentiality of club matters, especially when discussing personal or internal issues.

**5.2 Data Protection**

* Personal data shared in meetings, such as contact details or private information, must be handled in compliance with relevant privacy laws and the club's data protection policy.

**6. Accountability and Follow-up**

**6.1 Action Items**

* Every meeting should result in clear action items and responsibilities assigned to specific members.
* These action items should be tracked and reviewed at subsequent meetings to ensure progress.
* Members are expected to complete action items on time and report back on their status.

**6.2 Attendance and Participation**

* Regular attendance is expected from all members, particularly those with specific roles or responsibilities.
* If a member is unable to attend a meeting, they should inform the chairperson and ensure they stay informed about the outcomes and follow-up actions.

**7. Disciplinary Action**

* Any violation of meeting rules or disruptive behavior can result in disciplinary actions as per the club's policies.
* Members who repeatedly fail to adhere to the meeting ground rules may be asked to attend a mediation or face further consequences.

**8. Policy Review and Updates**  
This policy will be reviewed annually or as necessary. All members will be informed of any changes to the meeting ground rules.

**9. Acknowledgment**  
All members of the Camberwell Magpies Cricket Club are required to acknowledge and agree to follow these meeting ground rules upon becoming a member or attending their first meeting. A formal sign-off or confirmation may be required.

**Conclusion**

By adhering to these ground rules, we ensure that all meetings are respectful, efficient, and conducive to the growth and success of the Camberwell Magpies Cricket Club. It is essential that all members contribute to maintaining a positive and productive meeting environment.