



BRITTONKILL PTSA

Parent Teacher Student Association

Meeting Rules

- 1) There will be 10 minutes' discussion for each action item or topic.
- 2) Members must raise their hand to be recognized by the President.
- 3) Only one member may speak at a time.
- 4) Each member will have a chance to speak before being acknowledged to speak a second time.
- 5) Each member will be given two minutes to speak.
- 6) Cell phones are to be used for emergency use only.
- 7) The President will appoint a timekeeper for the meeting.
- 8) No side or cross-conversations are permitted.
- 9) Respect all members when they are speaking.
- 10) Have fun and enjoy the meeting.