



## CODE OF CONDUCT

# Developing a Code of Conduct

**STEP 1** Form a working group or committee – a “Committee for the Code of Conduct” (*or a name you consider is appropriate*), who will be responsible for developing your School Representative Body’s ‘Code of Conduct’ using the following pages to guide them through each of the areas which may be included.

**STEP 2** Set a timeline for how long the working group has to complete the draft ‘Code of Conduct’ for presentation to all School Representative Body members.

**STEP 3** Include a new agenda item under General Business called – ‘Code of Conduct’ Committee Report. At each School Representative Body meeting the Chair of the committee should provide a report on the group’s activity.

**STEP 4** Send the completed draft to the Secretary to forward to all members. Members should receive the draft at least one week prior to the meeting where the draft will be discussed.

**STEP 5** Members discuss the draft at the meeting. Any changes should be voted on at the meeting.

**STEP 6** Endorsed changes are incorporated into the draft.

**STEP 7** The revised ‘Code of Conduct’ is submitted again at the next meeting for approval to schedule a Special General Meeting.

A Special General Meeting is for the school community to ratify (which means agree), the new Constitution.

**STEP 8** The School Constitution is amended to include the ‘Code of Conduct’.