



ROTHERHAM FEDERATION OF TENANTS AND RESIDENTS

Code of Conduct for the Executive Committee Meetings

Conduct of Meetings, Members should at all times observe accepted practice while taking part in a meeting:

- The chair should welcome members and others to the meeting
- The chair should generally avoid getting involved in debates at meetings, their main task is to chair the meeting.
- Speakers should go through the chair and keep to the subject being discussed
- Only one member should speak at a time and there should be no cross talking
- Meeting must start at the stated time and abide by the agenda
- Late arrivals should enter quietly and not disrupt the meeting with apologies
- Mobile phones should be switched off or on silent during the meeting
- If things are getting heated a five minute time out can be called for at the discretion of the chair
- Wherever possible jargon should be avoided. If it is used then a full explanation should be given.
- Offensive or discriminatory language will not be tolerated in any circumstances
- It is the responsibility of each member to ensure that they are prepared for the meeting by reading all the relevant papers and bringing them to the meeting
- Everyone should be treated with respect at all times
- All people who attend shall be allowed to have their say at the discretion of the chair

Date adopted: 13th October 2009

Date for Review; October 2011

Signed: Policy No: pol10
Chair of the Board