

Part 4 – Section 10 – Good Meeting Etiquette for Councillors

A meeting is only as successful as the positive contributions of its members. There are various ways in which you can contribute and ensure a meeting runs effectively.

At Meetings:

- Meetings are for the benefit of all and no one person has the right to dominate. The Chair will ensure that lengths and numbers of speeches are managed so that a broad range of views are heard.
- Treat others with respect. Nobody should feel bullied or insulted or be verbally attacked by another member. Be mindful of differences in communication styles. Everyone should feel comfortable enough to make their contributions. Should one member disagree with another, then there is a friendly and courteous way to disagree.
- If you want to speak, first signal your intention to the chair and wait to be invited to speak. You may only be able to speak once on an item so, before speaking, consider the points you want to make and be concise, using clear, acceptable non-defamatory language. You should address the Chair, not other members of the Committee, and please stand when you speak unless the Chair has agreed you may remain seated.
- Avoid leaving the meeting during discussions as this may disturb the meeting and, if you are planning on leaving part way through, let the Chair know in advance.
- Ensure your mobile devices are switched off or turned to silent.
- The Chair is responsible for managing the meeting, but it is everyone's responsibility to make the Chair's job as smooth as possible for the good of all.

Recording of Proceedings at Meetings:

- Members may record a public meeting of the Council where a member of the public would have the right to do so. This does not include part B items.
- You should avoid recording non-councillors where possible, particularly more junior council officers and Members of the Public, to ensure that data protection rights are not infringed.
- Before the meeting, please notify the Chair of your intention to record and be prepared to identify which individuals are likely to be included, so that steps can be taken to protect personal data rights.

Before and After Meetings:

- Before the meeting, make sure you have read the agenda and all the papers.
- Consider whether you have an interest in any item which you need to declare. Seek advice before the day if necessary as there may not be time on the day itself.

- Please make sure that all your belongings are taken away after the meeting, and confidential papers are appropriately disposed of.

