

Code of Conduct

- 1. All members shall be open and honest in their dealings and show respect for other members.**
- 2. Switch off mobile phones during the meeting.**
- 3. No alcohol will be tolerated in any room used by the group during a committee meeting or general meeting.**
- 4. Come prepared by reading all the relevant papers beforehand and bring them with you to the meeting,**
- 5. All speakers will address themselves through the chairperson by raising a hand to speak.**
- 6. Only one person shall speak at a time.**
- 7. All speakers shall be polite and not raise their voices.**
- 8. All speakers will keep to the subject under discussion and follow the agenda items.**
- 9. Be courteous to each other at all times and not use offensive, provocative, discriminatory or racist language or otherwise disrupt meetings. Individuals should be praised 'in public' and criticised 'in private'.**
- 10. Agenda items discussed are confidential and should not be discussed outside a meeting until a decision has been reached by the committee. This also applies to Federation business.**
- 11. Keep contributions brief and to the point.**
- 12. Listen to each other allow each other the opportunity to speak and comment. Respect the views of others and their right to speak. Avoid jargon or explain what it means.**
- 13. Remember that you are representing the views of, and are accountable to, your community or your residents; group.**
- 14. Remember that the purpose of the meeting is to benefit resident's generally and not specific individuals.**

15. General Meetings

- a) General meetings, each person may speak only once on an issue until every other member has had the opportunity to speak thereby accounting for all opinions (at the chairperson's discretion permission may be given for someone to speak more than once). Before a vote is taken on a proposition the proposer will have the right of reply.**
 - b) All members shall abide by decisions taken at meetings.**
 - c) If a member does not abide by the code of conduct, the chairperson may warn the member that if they continue to break the code of conduct they will be asked to leave the meeting. If the member persists, the chairperson shall ask the meeting to vote on whether the member should be asked to leave the meeting.**
 - d) No member shall raise individual issues unless as a means of illustrating a point.**
 - e) No political references shall be made.**
- 16 Any member wishing to have an item put on an agenda must ask the Secretary 10 days prior to the meeting, otherwise the item must be discussed under any other business.**