**Committee and Board Meeting Code of Practice**

*When preparing for and attending meetings, board and committee members agree to:*

* Read the agenda, minutes and documentation circulated in advance of Board and sub-committee meetings
* Use the agreed procedure for adding discussion items to the agenda
* Respect the confidentiality of discussions held during Board and sub-committee meetings
* Contact the secretary to extend apologies to the Board if unable to attend meetings
* Arrive at meetings on time
* Avoid disrupting meetings if arriving late
* Leave mobile phones on silent during meetings
* Avoid texting , emailing or taking and making phone calls during meetings
* Respect the position of the Chairperson
* Listen attentively to fellow Board and committee members and people in attendance
* Speak one at a time
* Respect the decision-making processes of the Board and sub-committees
* Speak respectfully to fellow meeting participants and observers at all times
* Follow the set procedure for dealing with conflicts of interest or conflicts of loyalty