

Ditchingham Parish Council

Meeting Rules and Etiquette

RULES

- 1 **AGENDA.** Items not directly connected with the business on the agenda shall not be discussed. With the permission of the Chair, urgent items may be discussed under the item so marked on the Agenda, any other business may be determined for inclusion on future agendas.
- 2 **CONDUCT.** In the event of any disorderly conduct while the Council is meeting, the Chair of the meeting shall call the meeting to order. Any individual refusing to accept the Chair's authority shall be required to leave the meeting; failing action to restore order the Chair of the meeting shall adjourn the meeting.
- 3 **DECISIONS.** Any motion agreed by the council shall not be reversed within six months unless by motion at an Extra-Ordinary meeting.
- 4 **PUBLIC.** All Council Meetings are open to the public. Members of the public are welcome to ask questions or raise a matter of concern at any meeting. Parishioner's Question Time is always held before the start of each Council meeting and this is their opportunity to put forward their views. Once the meeting has commenced members of the public are not allowed to speak unless expressly invited to do so by the Chair.
- 4 **SPEAKING.** The chair of the meeting may require all speech to be addressed to or through the chair, and/or with the chair's permission. Where the chair allows speaking only with permission, the chair shall ensure that all members may state their views and debate within the permission of the chair.
- 5 **VOTING.** All decisions are decided by vote. Each Councillor has one vote with the Chairman of the Council having one vote, but also one casting vote. If in the event of a tie in voting the chairman of a meeting may exercise an additional (or casting) vote. A decision of the Council shall be effected by a motion expressing that decision being proposed by a member of the Council and seconded by another member. At any time before a vote is taken, an amendment to the motion may be proposed and seconded. Any amending motion shall be dealt with before the motion being amended. The persons proposing & seconding, and numbers voting for, against, and abstaining shall be recorded.

ETIQUETTE

- 1 Be **POLITE.** Turn off your phone. Take turns in speaking and try not to monopolise the discussion. Do not hold side discussions at any time whilst the meeting is in progress.
- 2 Be **PRECISE.** Keep to the point. Stick to the Agenda item being discussed. Remain on topic; the agenda item being discussed will be determined by the Chair. Unless expressly allowed by the chair, on moving to the next agenda item there is no opportunity to revisit earlier items which are considered completed business.
- 3 Be **PREPARED.** Come prepared to make a meaningful contribution to the discussion. Thoroughly review all materials provided in advance of the meeting, including the agenda and supplementary background materials.
- 4 Be **PUNCTUAL.** Please make a concerted effort to be on time and to stay for the duration of the meeting. Aim to arrive at meetings 10 to 15 minutes prior to the start time. If you are going to arrive late; please advise the Clerk. If you must leave before the anticipated finish time; please make this known to the meeting in advance.