



Membership Meeting Protocols September 2009

Community Empowerment Network (CEN) members should at all times comply with the following ground rules for the conduct of meetings and any other business:

1. Members have a responsibility to be properly prepared for meetings and any other business by reading the paperwork beforehand and by committing themselves to attending meetings as required.
2. Members should declare any interest that could be seen as a potential conflict of interests or as potentially influencing their contribution to a meeting in an inappropriate way
3. Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.
4. All contributions should be addressed to the meeting via the Chair. Members wishing to speak should seek the attention of the Chair and wait their turn to speak only when directed by the Chair
5. Members should not have meetings within meetings by discussing issues with other members when another person has been directed by the Chair to speak. All comments and queries should be directed to the whole meeting via the Chair.
6. Members should respect the contributions of others by not interrupting when someone is speaking even when you may not agree with what they are saying.
7. Members should always seek to make positive contributions to a meeting and be constructive in their approach and their language.
8. Members should ensure that comments they make do not amount to a personal attack on another individual and should avoid using heated, emotional and value loaded language and behaviour.
9. Members should be constantly aware in their remarks of their equal opportunities responsibilities.
10. Members should share responsibility for the conduct of a meeting and any other business, supporting the Chair, being mindful of the time allocated for the meeting and any individual items, taking care not to dominate others in debates and setting an example to each other.

11. Members should respect the confidentiality of any matter deemed confidential by the Chair of the CEN and should undertake not to disclose any confidential information outside meetings of the group. Members should also respect the confidentiality of any matter not specifically deemed confidential, but where matters that become confidential, sensitive, relate to personal data or other issues arise as a matter of course during any part of the group meeting and any other business, whether formally or informally.
12. Members should not seek to represent the position or views of the group to the press without the specific authorisation of the group through the Chair

Breaches of the Code of Conduct

Any breach of the code of conduct shall be dealt with in the first instance as a point of order through the Chair. Failure to remedy the breach may subsequently be dealt with by a verbal warning followed by a written warning and, ultimately, by removal from membership following a review of the circumstances by the Chair and Vice Chair

Responsibility for procedures to deal with breaches of the code of conduct and any subsequent appeals shall rest with the steering group.



Rules for Observers at meetings of the Community Empowerment Network

1. Meetings of the CEN are open to observers subject to any practical constraints e.g. size of venue.
2. Anyone wishing to attend a meeting as an observer should make their request to the Chair of the CEN at least seven days before the date of the meeting.
3. Observers are expected to comply with the meeting protocols in particular the protocol that refers to confidentiality.
4. Observers may only contribute to the proceedings at a meeting at the discretion of, and at the invitation of, the Chair.
5. Observers may not ask for items to be added to the agenda nor to table items of Other Business.
6. Observers may not, in a public forum or other public medium, formally report on or represent any of the issues raised at a meeting except with the permission and guidance of the Chair.