

# **Code of Conduct 2021**

## **Coiste Bainistíochtá, Coiste Chondae & Servicing Officer**

- Approach a meeting with a positive attitude.
- Have the best interests of the association in mind at all times.
- Treat fellow members with respect, courtesy and fairness both during the meeting and outside of the meeting, including phone calls.
- Be patient when listening to others speak and do not interrupt them.
- Be respectful of fellow member's ideas or situations when they talk.
- Never use foul language or provocative language/gestures.
- Remain calm and don't shout, ridicule or make rude comments to/about fellow members.
- Respect the confidentiality and privacy of all information as it pertains to individuals.
- Maintain confidentiality unless authorised to speak on matters outside of a meeting.
- Accept a majority decision and reflect that decision if/when required.
- The Chair of the meeting reserves the right to exclude any person from the remainder of a meeting that he/she deems has substantially breached this code.

## Microsoft Teams Meetings:

- At the beginning of the meeting seek permission to record the meeting if a recording is required.
- Ask all participants to put their microphone on mute when not contributing.
- The chairperson & secretary will moderate the meeting and will be able to mute people in the meeting when necessary. (I can keep an eye on who isn't muted and mute them remotely as well)
- Make sure mobile phones are on silent.
- Questions can be dropped into the chat function. Encourage this option.
- Alternatively, delegates can raise their hand within the Teams application and the Chairperson will invite them to unmute individually and ask their question or make their comment.
- Ask them to say their name before speaking.
- When it comes to items that require a proposer and seconder do not use the raise hand function. Ask somebody to unmute themselves, say their name and propose or second the person/committee as required.