



GRAIG COMMUNITY COUNCIL

Meeting Rules & Etiquette

**Always honour and respect fellow Councillors, our Clerk
and visitors at all times**

Arrival

Always arrive at the meeting at least 5 minutes before it is due to start.

Be Prepared

Read all the relevant paperwork before the meeting and report any inaccuracies to the Clerk well in advance of the meeting.

Bring all necessary paperwork to the meeting. Copies will not be provided unless there has been an amendment to the paperwork sent out previously.

Speaking

The Chairman will conduct the meeting.

If you want to speak, raise your hand to alert the Chairman.

Do not interrupt someone else if they are speaking or asking a question.

Keep on the subject of the agenda/item being discussed.

Be Attentive

Listen during the meeting and take notes if necessary.

Avoid tapping a pen, rustling papers, or otherwise causing a distraction.

Mobile Phones, Laptops & Tablets

Mobile phones should be turned off or switched to silent/vibrate.

If necessary, urgent calls must be taken outside the room.

Only use laptops and tablets if they are required to display documents relevant to the meeting and for Council business only.

Breaks

If the meeting is long, the Chairman will decide if and when comfort or refreshment breaks will take place.