

## Brenley Park Residents Meetings Code of Conduct

**To ensure that meetings are conducted in the spirit of which all opinions can be heard, the following Code of Conduct will apply to all residents meetings.**

To speak through the Chair, ensuring that you wait until you have been asked to make your contribution.

Respect the groups' time and keep comments brief and to the point. When a topic has been discussed fully, do not bring it back up.

As English is not everyone's first language - please listen to others, using words and not idioms, acronyms or phrases that can be misunderstood.

All members have a responsibility to conduct themselves in a way that does not cause offence to others or limits in any way their ability to participate in a meeting.

This includes racist, sexist or other derogatory remarks or actions, behaviour that intimidates people who are speaking or wish to speak and preventing people from talking whilst they are speaking.

The Chair will point out to anyone who breaches the Code of Conduct that unacceptable behaviour is not tolerated.

If the unacceptable behaviour persists, a motion will be put to the meeting to suspend the person from meetings.

Future participation by such persons will be dependent on a written commitment, sent to the Chair, that such behaviour will not be repeated.

Further breaches of the Code of Conduct by such persons will result in their right to attend meetings being withdrawn.