



Code of Conduct

1.0 Introduction

All members of the Darfield Community Association must adhere to the code of conduct when attending Darfield Community Association meetings, Subgroups of the Association and any meetings where they attend as a representative of the Association

It is the responsibility of all members of the Association to ensure that all meetings and processes of the Darfield Community Association are conducted according to the following values and ways of behaving.

2.0 Chair

- 2.1 The Chair will ensure that meetings are conducted in a reasonable manner.
- 2.2 The Chair will ensure that the meeting is conducted in line with the agenda and agreed timescales. In the event of a timescale being exceeded the chair shall ask the members if they wish to continue or defer until the next meeting.
- 2.3 The Chair will determine who is to speak and to answer questions.
- 2.4 All members wishing to express their view will have a maximum defined period. Only the speaker and chair are able to speak at any one time unless indicated otherwise by the chair.
- 2.5 Once a suitable discussion has taken place the chair will summarise the discussion and then word a vote question.
- 2.6 All decisions will be by secret vote, the chair shall have a casting vote in the result of a tie. The results of all votes shall be binding on all members.

3.0 Members

- 3.1 All discussions are to be treated as confidential and only the common statement of the meeting outcome will be reported outside of the meeting and breakers of this will be treated as in breach of membership conditions.
- 3.2 It is a shared responsibility of the members to ensure that all members are able to express opinions in safety and their opinion should be recognised and valued.
- 3.3 When challenging the views and opinions of a member of the Association this must be undertaken in a constructive way and no criticism must be personalised or directed towards any individual. Members must not adopt a negative or hostile attitude to opinions expressed provoking an argument.
- 3.4 All members have a positive duty at all times to respect the truth and shall not disseminate false or misleading information knowingly.
- 3.5 Members must not misuse any information for financial or personal gain.
- 3.6 Members must not publicly criticise the Darfield Community Association or any individual who representatives the Association either verbally or in writing.
- 3.7 Members must not attempt to undermine the proceedings of the meetings so that the meeting does not achieve its specified purpose.
- 3.8 Members must not be abusive, unruly or physically violent.

4.0 Action

The following course of action will be taken by the chair in the event of any of inappropriate behaviour:-

- 4.1 Firstly the member will be asked to be quiet by the chair so the meeting can proceed.
- 4.2 If this persists a second request will be asked for the member to behave.
- 4.3 After the second request the only alternative will be to ask the member to leave the meeting. Failure to leave will result in the meeting being closed.
- 4.4 The member will not be allowed to attend any meetings as identified in 1.0.