

Gateshead LINK

CODE OF CONDUCT

GROUND RULES FOR MEETINGS

Members who attend LINK meetings agree to abide by the following rules:

- Turn up on time
- Send apologies when you cannot attend or will be late
- Support and encourage each other
- Act in a way which does not discriminate against or exclude anyone, ensuring that meetings are accessible to all members
- Be welcoming and supportive of new members
- Respect and value that everyone is different and will think differently about things.
- Listen to each other
- Only one person speaks at a time through the Chair
- Speak clearly and be brief
- Keep to the point in discussions
- Use plain and simple English, and use words in full not acronyms
- Do not interrupt a speaker.
- Ask if you do not understand something or need more information
- Be polite. If you disagree about something concentrate on the thing you are talking about not the person involved

- If you disagree with something someone says say so either during the meeting or during the next meeting. Do not argue about it outside of the meeting.
- Make sure decisions are made in a democratic way and abide by decisions made. This may mean letting go – even if you think a wrong decision is being made, in the end you may have to let this happen
- Be prepared to invite appropriate and relevant people to aid debate
- Be clear about what has been decided, what you and other members have agreed to do and when you will do it by
- Be prepared to share responsibilities and information
- The sharing of personal experiences is to be encouraged within all meetings, but it must be treated as confidential information and not discussed outside of meetings

Agreed May 2008