

# **Rochdale North & South Townships Area Forums**

## **Code of Conduct**

### **Conduct at meetings**

Members will at all times observe accepted practice while taking part in discussions to:

- Be courteous to each other and support and assist other members in finding the best possible solution to problems being discussed
- Allow each other the opportunity to speak and comment
- Attempt as far as possible to stick to the agenda and assist each other to reach effective conclusions
- Operate within the constitution or in accordance with the Terms of Reference as appropriate.
- Aggression, violence, threats, harassment, intimidation and other disruptive behaviour in the forum will not be tolerated
- The term 'members' applies to all those present at the meeting

### **Confidentiality**

- Members will refrain from mentioning specific individual cases which may cause embarrassment or identification of an individual
- Any information or item that is of a confidential nature will **not** be discussed.

### **Dignity at meetings**

- All those who attend Forum meetings have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origin, nationality, gender, marital status, age, sexuality, religion or any other matter which causes people to be discriminated against
- The meeting will do all that is in its power to oppose all forms of harassment and bullying

### **Individual Members**

- Should disclose any personal interest that they consider may affect or influence their approach to the matter being discussed
- Must show respect in all their dealings by observing reasonable standards and courtesy, and by not seeking to take unfair advantage by virtue of their position

### **Political Affiliation**

- Even though individual members may be affiliated to/or be members of a political party, they may **not** represent a political party in their role as individual members of this Forum
- Elected Members attending meetings outside the ward they represent may be allowed to speak at the discretion of the Chair.

### **Breach of Code of Conduct**

- If anyone attending the Forum meeting does not abide by the code of conduct, or displays behaviour outside of the Constitution or Terms of Reference, the Chair will have the discretion to decide on an appropriate course of action. The Chair may either issue a warning, ask the person to withdraw from a particular agenda item or exclude that person from the meeting.
- Where a person is asked to leave a meeting, the Chair will have the discretion to decide whether or not that person is welcome to attend future meetings.
- The Chair at his/her discretion, may close the meeting if he/she deems it necessary