



KINGSWOOD TOWN COUNCIL

MEETING MANAGEMENT AND ETIQUETTE

January 2024

To make our meetings as inclusive as possible we have adopted the following procedure.

The Clerk

To make sure that the meeting layout is accessible and that any trip hazards are removed.

To provide meeting paperwork in a timely manner in a format that is accessible.

The Chair

When the meeting commences, ask everyone (councillors and clerk) to introduce themselves to the meeting. Include how many members of the public and press are in attendance.

No one needs to be asked to stand up. The public can remain seated and do not need to come to the table to address the meeting unless they wish to do so.

If there is a member of the public asking questions, make it clear that it is public question time and that a member of the public is speaking.

If there is a presentation from a guest, for the guest to introduce themselves with their name and the organisation that they represent.

If a councillor joins the meeting late, for the Chair to tell the meeting who has just joined the meeting. If a councillor leaves the meeting early for the Chair to inform the meeting who has left.

For the Chair to formally signal the end of the meeting.

All

If a councillor wishes to speak, raise your arm to attract the attention of the Chair or Clerk, then put your arm down and wait to be invited by name, to speak.

To speak clearly so that everyone can hear.