

# Omeath District Development Company

## Board Meetings Code of Practice





# Board Meetings Code of Practice

**When preparing for and attending meetings, board members agree to:**

- Read the agenda, minutes and documentation circulated in advance of Board and sub-committee meetings
  - Use the agreed procedure for adding discussion items to the agenda
  - Respect the confidentiality of discussions held during Board and sub-committee meetings
  - Contact the Managing Director to extend apologies to the Board if unable to attend meetings
  - Arrive at meetings on time
  - Avoid disrupting meetings if arriving late
  - Leave mobile phones on silent during meetings
  - Avoid texting , emailing or taking and making phone calls during meetings
  - Respect the position of the meetings Chairperson
  - Listen attentively to fellow Board members and people in attendance
  - Speak one at a time
  - Respect the decision-making processes of the Board and sub-committees
  - Speak respectfully to fellow meeting participants and observers at all times
  - Follow the set procedure for dealing with conflicts of interest or conflicts of loyalty
  - Board Meeting Pack Contents. Documents circulated in advance of meetings should include the agenda, minutes of previous meeting, management report, sub-committee reports, financial statements, policy documents and any other documents for discussion and review as appropriate
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