Review Date	13 May 2026 09/26-27d
Next Review	May 2027

Holmesfield Parish Council
Meeting Etiquette Policy

Purpose of this Document
This document sets out the rules and etiquette to be adopted at meetings by Councillors, employees and the public. In brief, those present, are requested to observe this policy, otherwise they may be asked to leave by the Chair in accordance with Standing Orders.

Police, County and District Councillor Reports, Guest Speakers
From time to time representatives from other organisations and guest speakers will attend the meetings of the Council to give a report, presentation or advice on a particular matter or consultation. Visitors invited to do so must be welcomed to the meeting and treated with courtesy and respect.
Following their contribution they will be able to leave and the formal meeting.

Public Participation
All Council Meetings are open to the public. Members of the public are welcome to ask questions or raise a matter of concern at any meeting. Public Participation (maximum 10 minutes and 3 minutes per person) is always held at the start of each Council meeting and this is their opportunity to put forward their views. Once the meeting has commenced members of the public are not allowed to speak unless expressly invited to do so by the Chair.
No debate or decisions will be made at the meeting on issues raised during the public forum unless related to items already on the agenda.
The Chairperson has the discretion to decline to hear a speaker at any time where:

- a speaker is repeating views presented by an earlier speaker at the meeting
- the speaker is criticising elected members, guest speakers, and/or staff
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue;
- the matter is subject to legal proceedings

Council Meeting Protocol
AGENDA. Items not directly connected with the business on the agenda shall not be discussed but may be included on future agendas. Any urgent items may be dealt with under meeting reports by the Clerk

CONDUCT. In the event of any disorderly conduct while the Council is meeting, the Chair of the meeting shall call the meeting to order. Any individual refusing to accept the Chair's authority shall ultimately be required to leave the meeting; if order is not restored the Chair of the meeting shall adjourn the meeting.

DECISIONS. Any motion agreed by the council shall not be reversed within six months unless by motion at an Extra-Ordinary meeting and if rules in standing orders apply.

SPEAKING. The chair of the meeting requires all speech to be addressed to or through the chair, and/or with the chair's permission. The chair shall ensure that all members may state their views and debate within the permission of the chair.
Everyone should speak clearly so that everyone can hear.
VOTING. All decisions are decided by vote. Each Councillor has one vote with the Chairman of the Council having one vote. If in the event of a tie in voting, the chairman of a meeting may exercise an additional (or casting) vote. All questions to be decided by the council shall be decided by a majority of the members present and voting. Members shall vote by a show of hands. A Member's vote will only be counted if the Member is in the room of the meeting at the time the vote is taken.
Immediately before a vote is taken any Member may request that a vote is recorded. When a request is made, the Chair, or other Member presiding, shall call the names of all the Members and after each name is called the Member shall state whether they are voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.

Meeting Etiquette
Be POLITE. Take turns in speaking and try not to monopolise the discussion. Do not hold side discussions at any time whilst the meeting is in progress as this is considered disruptive.

Be PRECISE. Keep to the point. Stick to the Agenda item being discussed.
Remain on topic; the agenda item being discussed at the time will be determined by the Chair. Unless expressly allowed by the chair, on moving to the next agenda item there is no opportunity to revisit earlier items which are considered completed business.

Be PREPARED. Come prepared to make a meaningful contribution to the discussion. Thoroughly review all materials provided in advance of the meeting, including the agenda and supplementary background materials.

Be PUNCTUAL. Please make a concerted effort to be on time and to stay for the duration of the meeting. Aim to arrive at meetings prior to the start time.