Part 4 – codes & protocols

a. Introduction

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Paragraph

These following codes and protocols set out expected standards of conduct.

1.   The office of Mayor

1.1   The Mayor is traditionally non-party political during his/her year of office and represents the council at the highest level ceremonially. The Mayor has the primary duty to act as chairman of Council and is expected to conduct this role fairly and without favour.

1.2   All members must have respect for the office of Mayor. They should recognise his/her ceremonial leadership. They should stand when the Mayor enters a meeting of Council and respect his/her decisions during conduct of the business.

1.3   Members must stand when they speak in a meeting of Council but should defer to the Mayor if he/she stands to speak.

2.   Formal meetings

2.1   Councillors should do their very best to attend all meetings within the council and of any outside bodies or charities on which they represent the authority. Where a member is unable to attend, they should give apologies and a brief reason for absence, such as work commitments or other council business.

2.2   Members should respect the degree of formality of a meeting by choosing an appropriate dress code, particularly at Council.

2.3   At formal meetings, respect for other members should be demonstrated by addressing them or referring to them as "Councillor…". This need not be maintained in less formal meetings such as working groups.

2.4   Within debate, differences of opinion, both personal and political, must be recognised and respected. It is acceptable for a member to express disagreement with another member's view or action, or to question them.

2.5   A member should not level personal criticism or attempt to belittle or undermine another member either openly or overtly. This applies within meetings and outside of the council.

2.6   The chairman of a meeting has a role to play in maintaining the high standards laid down in the constitution and associated codes and protocols.