

GOOD MEETING GUIDANCE

As agreed by the Representative Body

Rep Body members agree to:

1. show **respect** to each other and be **polite**;
2. **read papers** in advance of the meeting;
3. **keep to protocols** and agreements;
4. make a contribution that is **relevant to the subject under discussion, clear, and concise**;
5. avoid just **repeating** what someone else has said;
6. **allow** other people to make their contribution even where we disagree;
7. pay **attention**;
8. be **punctual**;
9. speak **through the Chair**, and **avoid “side conversations”**;
10. make **decisions** where a decision is needed; and
11. **enjoy ourselves!**

Officers agree to:

1. **prepare an agenda** with the Chair and Vice Chair for each meeting;
2. send **papers out in time** for Representatives to prepare fully;
3. provide all relevant **information**;
4. **set out clearly** what the Rep Body is being asked to do;
5. work with the Chair, vice Chair and Representatives to **improve meetings**;
6. be **supportive** of Representatives; and
7. **enjoy ourselves as well!**

In line with the Representative Body Code of Conduct, Representatives must behave in the highest standards of conduct, must respect each other and others present.

MEETING PREPARATION AND ZOOM ETIQUETTE



Join the meeting early

Aim to join the meeting at least 5 minutes before the due start time so that the meeting can start promptly.



Approach the meeting in a professional manner

Treat the meeting as you would a physical meeting. Dress in appropriate clothing; Show respect to your fellow attendees by considering how you present yourself. Choose a suitable background, sit upright and avoid eating or smoking during a meeting. Appropriate breaks will be allowed throughout meetings which are scheduled over 2 hours.



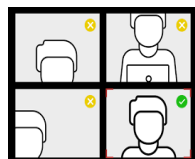
Mute your microphone

To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking. If there is a scheduled comfort break ensure you also mute when you are away from the screen.



Be mindful of background noise

When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers. Turn off radios and TVs and keep pets out of the room.



Position your camera properly

Ensure your camera is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.



Limit distractions

You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.

Avoid multi-tasking

You will be able to play a much more active role in the discussion if you refrain from replying to emails or text messages during the meeting.

Prepare in advance

This is arguably the most important point. **It is crucial that you prepare in advance by reading the papers and preparing comments and questions.**

Papers are sent out over a week in advance of the meeting to enable you to do this. This will enable us to take the papers as read leaving more time for discussion. **If, a week before the meeting, you haven't received your papers please contact the Governance Team.**



No one should be attending a meeting without having prepared in advance. This wastes valuable time, reduces significantly your ability to actively partake in the meeting and discharge the responsibility that Members have placed upon you. It is also disrespectful to fellow Representatives and colleagues who have prepared the paper.