

## Zoom / virtual meetings

## Amendment of this code

The Chair of the meeting shall decide who shall speak if two or more people try to speak at the same time.

Members need to be sensitive to others whose first language is not English and are not used to speaking in public.

Members should avoid lengthy discussion of and points of detail on the minutes of previous meetings and matters arising unless there is a fundamental problem.

Members must respect the authority of the Chair.

Members must raise items of any other business with the Chair before the meeting.

Members must avoid:-

- naming individuals.
- public criticism of individuals.
- straying from items on the agenda or introducing side issues.

Voters and members should always be prepared to accept the majority decision and not take such a decision as any form of personal slight or criticism.

It is the responsibility of the Chair with the assistance and co-operation from all members to ensure that the Code of Conduct is adhered to during meetings.

All communications, correspondence and emails sent on behalf of the DRFA must comply with these standards and must be signed by the Chair.

Committee members and all other participants are expected, prior to speaking, to introduce themselves for the benefit of those who may not recognise who is speaking at any given time. Furthermore, they should always make it clear to whom they are addressing a question so as to minimise any misunderstandings.

- This Code may be added to, altered or revoked by the members at a special meeting or at the Annual General Meeting (AGM). Any amendment to be proposed at the AGM must be sent out as part of the AGM agenda.
- In order to be carried, any motion to amend the rules shall require the votes of two-thirds of the members (including proxies if applicable) present at the meeting and entitled to vote.
- In the discussion of a motion to amend the rules, any proposed amendment to the motion may be carried by a simple majority of the members (including proxies if applicable) present and voting at the meeting.

### Allegations of a Failure to Comply with Code of Conduct

All complaints alleging a failure to comply with this Code will be considered in accordance with a procedure agreed by full DRFA AGM.

### To be signed by each elected committee member at the AGM

Signed Sue Feathers ..... Signed .....

Signed ..... Signed .....

Signed ..... Signed .....

Signed ..... Signed .....

17 June 2022