

## Protocols for meetings

### Ahead of the meeting

- The agenda and relevant papers will be circulated in advance of each meeting (by the last Friday before each meeting at latest).
- Two weeks before the papers are circulated, the Chair will send a reminder out to all Board members canvassing them if they wish to place anything on the agenda, the chair will ultimately decide what is appropriate to accept.
- Each paper (beyond minutes and standing reports) circulated should be clearly marked either 'For Noting', 'For Information' or 'For Discussion'.
- Any presentations/slideshows should be circulated in advance with Board papers.
- The agenda should clearly indicate the amount of time to be set aside for each item.
- The agenda should contain at least one item for significant discussion and resolution – ideally a matter of strategic or developmental nature.

### At the meeting

- All papers circulated should be taken as read.
- With regard to the regular papers (eg CEO's Report, Treasurer's Report), one or two particular items may be highlighted by the presenter for particular attention at the meeting but most time should be given for member's questions and approval of the report.
- Similarly, unless absolutely necessary, all presentations – whether from internal or external presenters -should be taken as read and the bulk of time to such items should be given over to Q&A.
- Only one person should speak at a time – and only when called upon by the chair. There should be no cross-conversations.
- Comments during discussions will be confined to the current issue and the Chair will facilitate an airing of all sides of an argument.
- No significant matters should be introduced via AOB.

### After the meeting

- The Chair may, if necessary, seek clarification from a member/members on any issue raised or discussed to ensure it is adequately recorded.
- The Chair will discuss with the Chief Executive any items or outcomes from the meeting - agreeing how these will be reflected in the minutes, including any further actions identified.