



**Dignity4Patients**

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**Office Open:** Monday – Thursday

**Helpline Hours:** 10:00am – 04:00pm

## Board - Meeting Conduct & Procedures

When preparing for and attending meetings, board and committee members agree to:

- *Read the agenda, minutes and documentation circulated in advance of meetings*
- *Use the agreed procedure for adding discussion items to the agenda*
- *Respect the confidentiality of discussions held during Board and sub-committee meetings*
- *Contact the Chairperson to extend apologies to the Board if unable to attend meetings*
- *Arrive at meetings on time*
- *Avoid disrupting meetings if arriving late*
- *Leave mobile phones on silent during meetings*
- *Avoid texting, emailing or taking and making phone calls during meetings*
- *Respect the position of the Chairperson*
- *Listen attentively to fellow Board and committee members and people in attendance*
- *Speak one at a time*
- *Respect the decision-making processes of the Board and sub-committees*
- *Always speak respectfully to fellow meeting participants and observers*
- *Follow the set procedure for dealing with conflicts of Interest or conflicts of loyalty*

I the below signed trustee / staff member agree to abide be the aforementioned items listed in this document and confirm I have received a copy of and agree to this code.

**Print Name:** \_\_\_\_\_

**Trustee / Staff Member Signature:** \_\_\_\_\_

**Date of Declaration:-** \_\_\_ / \_\_\_ / \_\_\_