

## Guidance notes – For Chairperson

### 1. Before a meeting

1. Prepares the agenda (in consultation with the Secretary or members or can delegate this role to the Secretary), setting out the items of business to be considered.
2. Ensures meeting is properly convened in accordance with the Council's Code of Meeting Practice and agreed Terms of Reference ie. proper notice of a meeting is given and a quorum is present.

### 2. During the meeting

3. Chairs meetings, opens meeting, welcomes and introduces members and guests, subject to the right of the Mayor at his/her discretion, to take the chair at a meeting he/she attends.
4. Keeps individuals and the meeting focused on the topics being discussed and encourages members to participate, ensuring adequate opportunity is given to members who wish to speak.
5. Ensures correct meeting procedures are followed and control of the meeting is maintained, keeping track of time (or delegates to someone to do this).
6. Makes sure members are aware of decisions being made and that the minute taker has recorded decisions of the meeting.
7. Ensures decisions are recorded within delegated framework and that any decisions requiring council approval are noted and referred to council for a decision.
8. Acts impartially and uses discretionary powers in the best interests of members and in accordance with the agreed standing orders ie. method of conducting meetings, and ensures statutory regulations and organisation's rules are observed.
9. Closes meeting after business at hand has been properly concluded.

### 3. Governance

1. A committee member may be required to disclose any personal interest where there may be a perceived conflict of interest.
2. Conflict of interest may be pecuniary or non-pecuniary.
3. A pecuniary interest means there is a reasonable likelihood that you or a related person (eg. Relative, your employer or business partner or company you hold shares in), will gain or lose financially appreciably as a result of any decision made in relation to the matter.
4. Declaration of Interest must be submitted to council when any conflicts of interest noted  
The Chair is responsible for providing a one page report to Council annually by 31 July. The report must include a summary of key achievements of the Committee for the financial year (with photos where possible)
5. The Chairperson is responsible for providing assistance to members of the Committee and ensuring that they fulfil their respective roles.
6. The Chairperson may vote on a motion considered by the meeting and in the event of a tied vote, the Chairperson may exercise a second or casting vote.

**References:**

Federation Council Section 355 Committee Guidelines (16/28254)

Federation Council Code of Meeting Practice 16/21921

Federation Council Code of Conduct 16/21900

Risk Assessment Template for Activities and events incl S355 (18/32980)

Committee Terms of Reference