

Board Members' Communication - Code of Conduct

Aim	This code of conduct is designed to assist effective and courteous communication between members of the Board Community Radio 2XX Inc
Fundamental philosophy	The Board will adopt the Rotary International "four way test": "Of the things we think, say or do: Is it the TRUTH? Will it be BENEFICIAL to all concerned? Is it FAIR to all concerned? Will it build GOODWILL and BETTER FRIENDSHIPS?"

Monthly Meetings

Agenda items	Agenda items are to be sent to the Secretary one week before each scheduled meeting.
Apologies	Apologies for meetings are to be provided to the Station Manager at least 24 hours before the scheduled meeting.
Attendance pre-requisites	Board members' attendance at a meeting is an acknowledgement that they: are willing to contribute positively to the work of the board; accept and will abide by this code of conduct are in a fit mental and physical state to participate in the meeting.
Conduct of meetings	Meetings are to be conducted in a friendly, collegiate and effective manner. All members are welcome, and encouraged to contribute to discussion. Remarks made during a meeting are to be kept short, relevant to the topic under discussion and positive.
Time allocation	Two hours are allocated to ordinary monthly Board meetings, and this is usually sufficient time to conduct all necessary business. In order to keep meetings running to schedule, the meetings will start promptly at the designated time.
Role of the Chair	The chair of the meeting is responsible for the overall conduct of the meeting, and ensuring that all business on the agenda is dealt with. To this end, the chair can ask other members to finish their remarks on a particular topic, to ask that comments be kept brief and pertinent, and in extreme cases not to allow another member to speak on a topic, especially if that person has already spoken.
Rights of the Chair	The chair retains control of the meeting at all times, even if another board member has been designated to lead discussion on a particular topic. When exercising the responsibilities of the chair, the chair will act impartially, courteously and respectfully. The chair will treat all board members in the same way.
Limits on the rights of the Chair	The chair will only limit discussion where absolutely necessary to ensure that all business is conducted within the allowed time. Other members will assist to keep the meeting on track by making their remarks short, relevant and positive.
Personal attacks	Personal attacks or vilification is strictly forbidden, and is not to be tolerated by the chair. The chair will ask a personal making such remarks to stop speaking immediately.
Meeting Confidentiality	Decisions of the Board are shared with 2XX members through the display of meeting minutes after the event. Board members are to respect the confidential nature of information shared and the various individual views of Board members.

Contact between Board Members Outside Meetings

General approach	Where possible, contact between board members outside meetings should be conducted by telephone. In all cases, board members are to respect each others' time, and limit out of session contact to that necessary for the operation of the board.
Use of email	Electronic mail should be limited to the following uses: Circulation of board papers Gaining out of session approval for urgent business Notification of upcoming events of interest
Manner of sending emails	At all times, email etiquette should be followed, for example not typing in all uppercase letters, not sending large attachments, not writing in a way that could be misconstrued by the reader, and not saying anything to a person in an email that you would not be comfortable saying to the reader face to face.
Avoiding abuse of email	Should a series of email messages threaten to, or actually, get out of hand, each Board member has a responsibility to cease responding to and forwarding on messages. Instead, the matter in question should be put on the agenda for the next scheduled meeting, or further communication be conducted by telephone.

Ramifications

Initial response	In the first instance, the chair will handle a breach of the code of conduct simply by asking the person involved to stop the breach, if necessary by referring to this Code. This action should address most breaches.
More serious breaches	If the breach is more serious, the person involved will be asked to apologise to the chair, and to any other Board members personally offended by the breach.
Failure to accept censure	If the person involved does not accept the chair's ruling, or wish to apologise, then the person will be asked to leave the meeting. No further business will be conducted until the issue is resolved.
Repeated serious breaches	Repeated breaches at the one meeting, or of a similar nature at several meetings may result in a motion being put that the Chairperson write a letter to the person involved, asking that person to show cause why a motion for his or her removal from the Board should not be put to a general meeting of 2XX