



FOR HIGHGATE
HIGHGATE NEIGHBOURHOOD FORUM

Code of Conduct for Highgate Neighbourhood Forum Committee

The Chair should conduct meetings in such a way as to implement the following Code of Conduct.

Those elected to or appointed to the HNF Committee accept the obligation to conduct themselves in such a way that:

- The Forum is effective in delivering on its statutory obligations
- Committee business is conducted in such a manner that the committee is perceived as a useful, apolitical, and worthwhile body.
- The Committee complies with legal and other statutory obligations

In meetings and other communications, members should:

- Speak and behave respectfully to other members
- Search for common ground rather than opportunities for disagreement
- Be truthful and transparent and declare personal interests where appropriate
- Respect the professional expertise and local experience of other Committee members
- Promote the interest of Highgate residents as a whole, not only of individual sub-areas or particular groups or demographics within the Forum area
- Respect decisions made by the Chair
- Respect the input of all committee members and encourage engagement and input from all members.
- Accept collective responsibility for majority decisions, whether by vote or otherwise

When communicating with the press and external bodies on behalf of the Forum, members should avoid

- Bringing the Forum into disrepute
- Implying the support of the Forum for policies other than those agreed in Committee meetings or cleared in advance with the Chair

The Chair (and Officers where appropriate) should:

- Circulate minutes (that give a clear record of the decisions made by the Committee), relevant papers and an agenda in a timely fashion in advance of each meeting
- Focus discussion on the need for the Committee to arrive at decisions and ensure that decisions are fairly and clearly arrived at, whether by vote or show of hands
- Ensure that no one individual or faction dominates discussion and that minority views can be heard
- Ensure that Minutes are posted on the website so all can readily access records of previous decisions
- Ask members to withdraw and apologise for any instance of disrespectful behaviour or comments. If the Chair's censure is not accepted, the Chair may ask the meeting to vote on whether the censured member should be required to withdraw from the meeting.
- In the event a member is censured on more than one occasion, the Chair may – to preserve the proper operation of the Committee – put forward a motion for a debate and vote on a motion to require the relevant Committee member not to attend or participate in further



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meetings until so determined otherwise by the Committee. A vote to determine that a member shall not attend or participate shall require 75% of all Committee members (other than whoever is the subject of the resolution) shall vote in favour of the resolution. A vote to reverse the earlier resolution shall be approved if 50% of all Committee members in attendance at the relevant meeting to consider the resolution so approve.

Agreed by the HNF Committee at meeting of March 29, 2021