



FRASER SKIES AREA COUNCIL MEETING PROTOCOL

1. If laptops are brought to Council meetings, they should be used only for Council business (i.e., note taking) during the meeting.
2. Submit District and Committee reports to secretary by the stated deadline.
3. Read and review all meeting material provided in the pre-agenda e-mail package prior to the meeting so that you are prepared for discussion.
4. Retrieve all materials from the file boxes brought to the Council Meeting prior to the meeting.
5. Bring forward any items to be added to the agenda during the agenda approval process.
6. **Raise your hand** and wait to be acknowledged if you wish to speak.
7. **Stand when speaking.**
8. **Avoid chatting** to your neighbour during the meeting – this is very distracting and disrespectful.
9. Use the Motion Book to record your motion, sign and have the seconder sign. Then pass on to secretary.
10. A Deputy District Commissioner, Co-Commissioner or Designate may vote in the absence of a District Commissioner or Co-Commissioner. A Deputy Adviser or Designate or Assistant Treasurer may vote in the absence of an Area Adviser or Treasurer. No proxy votes are permitted.
11. During discussion of agenda items, keep your District / Committee in mind, but when voting, you are voting for Guiding in Fraser Skies Area. Go back to your District / Committee and wholeheartedly support Council decisions.
12. All Council meeting information is to be kept confidential and only information that is sent out in the Minutes may be reported or discussed with non council Members.
13. All adult members of Council should sign The Pledge of Confidentiality, Conflict of Interest Protocol and Code of Conduct.