



Thank you for expressing an interest in coming along and getting involved with the Stirling Tenants Assembly (The STA). We are a group of tenants, passionate about Housing and working closely with other tenants and Stirling Council to ensure the best service is provided. We just ask when attending meetings, you follow our 'Code of Conduct'.

Why do we need a Code of Conduct?

A Code of Conduct helps sets standards for how people should behave both towards each other, at meetings and when attending an event as a member of STA.

An agreed Code of Conduct will help members to develop mutual trust and have successful and productive meetings.

Personal Conduct – all participants (STA members and visitors)

- To be tolerant and considerate of other people's viewpoints and treat everyone with dignity and respect, in order to allow for full, open and meaningful discussions to take place and to allow everyone to have input.
- Do not seek to obtain any personal benefit or advantage or expect to receive more favourable treatment either for yourself or someone closely connected to you because of STA membership (as per in the STA Standing Orders within the Constitution).

All STA members, participants and visitors are expected to observe the following when taking part in a meeting:

- Arrive punctually to enable meeting to start promptly.
- Switch off or put to silent mobile phones during the meeting and leave the room if you need to take a call.
- No visitor or guest will video or electronically record meetings without the prior consent of the Chair and the other members of the STA.
- Come prepared by reading all the relevant papers beforehand and bring them with you to the meeting if available.
- Be courteous to each other always.

- Listen to each other and allow each other the opportunity to speak and comment. Respect the views of others and their right to speak. Wait for the person speaking to finish before making comment or asking questions.

. If joining in a meeting digitally – please refer to the ‘Guide to using video conferencing’ as a reference.

- Go through the Chair to speak. The Chair’s ruling on who may or may not speak and any other ‘points of order’ will be final unless two-thirds of those members present dissents from the Chairperson’s ruling .[this is in standing orders]

. STA members will respect and maintain confidentiality of information when necessary. Visitors/guests will be asked to leave a meeting if a confidential matter is being discussed. These will usually be left to the end of the meeting.

Breaches of the Code of Conduct

If a STA member or visitor fails to abide by this Code of Conduct, the Chair may warn them about their behaviour, and advise that if it continues they may be asked to leave the meeting/event as applicable.

If, despite a warning, a STA member or visitor continues to breach this code, then this individual can be removed from the meeting/event and for members, their membership may be suspended or removed following a decision by the Executive Committee.

Appeals Process

If an individual is not satisfied by the decision made by the Executive Committee, then they will have the right of appeal to the whole Management Committee.

Statement of Acceptance

I, _____ have read and understood the terms of this Code of Conduct and I agree to uphold its requirements in all my activities as a member or visitor to the STA Committee meetings or events.

Signed: _____

Date: _____