

# Code of Conduct for meetings

The following suggested rules are universal and should be encouraged at all meetings.

1. Share reports or documents that you wish to reference or discuss during the meeting at least three days in advance.
2. Prepare well for the meeting, read all documents distributed before the meeting.
3. Meetings are both timely and kept to time.
4. Switch off all mobile phones.
5. Do not interrupt others even if you strongly disagree with their comments.
6. Listen to all contributions.
7. Personal criticism is not permitted.
8. Keep the meeting focused on the agenda and discussion on the topic.
9. When using Zoom for the meeting – use the option to raise your hand or add a comment in the CHAT BOX to bring it to the attention of the Chair.

Healthcare Quality Improvement Partnership  
Service User Network Terms of Reference  
February 2019