

Code of Conduct for LCS Committee Meeting

Context

As the Committee meetings are online for the foreseeable future, it is helpful to have some guidelines for attending, participating and chairing virtual meetings. This is to ensure that these are productive and that everyone feels that they are able to contribute and provide input into the items for discussion so that clear communication and outcomes will be achieved. The same levels of courtesy should be extended to people attending virtual meetings as a face-to-face meeting and everyone should feel that they are able to contribute to the meeting.

The LCS aims to be a friendly, informal and supportive group that is staffed by people who give up their time and effort to contribute to publications, events and other activities that promote the work of Lewis Carroll. We encourage everyone to support the people who own the actions and to do this we need to ensure that the committee feel that all voices are represented fairly.

Behaviour

- Strong feelings, views and beliefs are natural as we all care about LCS and our members. Members are required to accept that contrary views may be equally valid. Robust discussion is acceptable but personal attacks are not.
- Members should resist the tendency to interrupt, side-track and repeat the same points over and over again.
- No one Member's views are automatically more valid than any other. There is no place in the LCS for any form of bullying, sexist, racist and other forms of discriminatory language or behaviour.

Committee members are expected to set an example to other members. This includes:

- Taking care before contributing to social media discussions (e.g., On Facebook and other forums).
- Helping to build and maintain the LCS reputation.
- Helping to build and maintain confidence in the LCS's ability to run activities and events.
- Avoiding personal attacks.

Before the meeting

- Ideas and proposals should be circulated before the meeting to allow people time to consider them.

Meeting participants

- Acknowledge the invitation to the meeting in a timely manner.
- Join the meeting on time.
- Remember that everyone else can see you so be conscious of facial expressions.
- Join with your sound on mute - only unmute if you need to speak. The noise of everyone typing or rustling paper magnifies and can be distracting for others and some computer platforms will focus on the sound and expand your screen.

- If you are the owner of the agenda item then you can provide your update and other participants will be on mute until you have finished.
- Indicate that you wish to comment to the person chairing the meeting and they will acknowledge that you can speak.
- The chatbox will be open up to capture comments and ideas for discussion in AOB.
- Look at the camera not the screen if you are speaking- it makes it a more personal experience for all attendees.

Chair

- Agree who will chair the meeting. This is not necessarily the chairman and can be alternated if there is a particular topic for discussion.
- Ensure the invites are circulated to attend the meeting well in advance of the meeting. If possible, circulate the agenda and any paperwork in enough time for people to read and form responses and/or questions to enable constructive contribution.
- If minutes are required:
 - Request a minute taker at the beginning of the meeting.
 - Check with them throughout the meeting that they have captured the actions.
 - Minutes from virtual meetings do not need to capture the “chat”, just the salient points and the actions and deadlines.
 - Ensure the minute taker is able to “attend” the meeting and if taking minutes/notes electronically that they have access to another device to do this.
- Arrive a few minutes ahead of the meeting so that the virtual room is not empty,
- Set out how people can signify that they wish to speak if this is not a built-in feature of the platform being used for the meeting.
- Check that all attendees have been given the opportunity to contribute.
- Thank everyone for attending before signing off.