



CRAWLEY COMMUNITY & VOLUNTARY SERVICE

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CRAWLEY OLDER PERSONS' FORUM

CODE OF CONDUCT AT MEETINGS

- All forum meetings and network events are open to all voluntary organisations as well as statutory bodies with a presence in Crawley who have a valid interest in the topics under discussion.
- The chair of the meeting is responsible for ensuring that the meeting follows the agenda and all participants have an opportunity to contribute. They also have the reciprocal right to ask any individual to refrain from making further contribution on a particular point. If, following such requests, an individual continues to disrupt a meeting, the chair has the right to request them to leave and to adjourn the meeting if they fail to do so.
- Some forums also have their own terms of reference but it must be stressed that these meetings are informal with decisions being reached by consensus.
- No forum has a budget. Administrative support and meeting rooms are arranged by Crawley CVS as part of the core service.
- Forums should not be used to air grievances between voluntary organisations. These should be resolved directly between the organisations concerned.
- The chair's decision over conduct at a meeting is final.
- Any individual who feels that they have been harshly treated by a forum chair has the right to complain to Crawley CVS using the CVS's own complaints procedure.



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