

# SOUTHAMPTON INTERNATIONAL AIRPORT CONSULTATIVE COMMITTEE MEMBERS

## **Participation**

Members will be given an induction pack which will include a copy of the Constitution which includes how the committee works. To ensure the effective operation of the committee there is an expectation of commitment from all members to participate actively in the work and discussions of the committee.

To help with this, we have Code of Conduct below that can be used to ensure members understand what is expected of them, as well as the standards of behaviour expected of consultative committee members.

## **Code of Conduct**

- **Respect:** Committee members should treat each other with respect and courtesy at all times.
- **Commitment:** Committee members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from others in their organisation where appropriate.
- **Conflicts of Interest:** Members should identify and declare any conflicts of interest (actual, potential or perceived), particularly where members do not represent an organisation.
- **Participation:** Members should participate fully in meetings. They should listen to what others have to say and keep an open mind while contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back on at the next meeting.
- **Openness and Accountability:** Members should be open and accountable to each other and the organisations and communities they represent about their work on the committee.



Confidentiality: Members should respect the status of any confidential issues they discuss.

### **Discussion**

**3.15** During meetings it is important that members should be given adequate opportunity to represent the views of those whom they represent and that no organisation or one group should dominate proceedings. Chairs should ensure discussion is on topic while members should make their point in a concise and constructive manner.

### **Voting**

**3.16** It is expected that matters would be resolved by consensus. In general, the Chairman should avoid taking votes on matters other than those relating to the membership of the committee and its sub-groups.

### **Minutes and Actions**

**3.17** The minutes of the meeting should be concise, but representative of the issues and views discussed. Committee publications should reflect the range of views and advice and/or recommendations to the airport operator put forward by members and should not merely reflect the majority viewpoint on any issue. Actions should also be recorded and followed up on at subsequent meetings.