



## General guidelines:

- Adjust Saturday start time to allow out of town members to travel Saturday morning to decrease travel/hotel costs;
- Provide opportunity for BC Council members to attend cultural/community events during evening (Friday or Saturday), for example attending the local theatre in uniform;
- Local attendees given option to stay at hotel;
- When timing permits, and to reduce food waste and unnecessary costs, provide BC Council members with cash in an envelope for them to get out walking and pick up whatever they like for lunch.

### 1. Respectful and Risk-Free Meeting Environment

Demonstrate respect for: everyone's time, other opinions, The Promise, presentations, attire, meeting preparation, punctuality and interaction.

What's discussed in the room stays in the room unless we agree otherwise.

Offer constructive challenges on issue(s) only.

Support and empower each other.

Abide by GGC's Code of Conduct and Pledge of Confidentiality.

### 2. Mingle with others before the meeting starts

If the opportunity presents itself, go up to people and introduce yourself. If everyone doesn't know one another in the meeting room, make introductions.

### 3. Be concise

Say what you need to say in as few words as necessary. Don't repeat yourself or give unnecessary information. If you are expressing support for comments already made, indicate which part you support – repeating the rationale is not required.

### 4. Be on time

Make sure you arrive on time and plan travel arrangements so you can stay until the end of the meeting.

### 5. Dress appropriately

Formal uniforms (official GGC shirt, dark bottoms and appropriate footwear) are to be worn in the following circumstances:

- When you are a guest representative of BC Council;
- At the AGM;
- In photos.

Less formal uniform (GGC shirt and dark bottoms) will be acceptable at:

- BC Council meeting (non AGM);
- When in public eye events and when guests are attending meetings;

Informal uniform (attire that includes GGC's Trefoil) is acceptable in the following circumstances:

- Training/conferences;
- Area Commissioners' Roundtable;
- Committee meetings.

If you are not a member, business attire is expected.

## **6. Come prepared**

Submit Call to Meeting/Area Commissioner/Elected Member reports by the stated deadline.

Know what the meeting is covering beforehand and know your part. Be prepared to ask and answer questions.

Be seated in the place designated by the place cards. Please do not rearrange place cards.

Read and review all meeting material provided in the pre-agenda e-mail package prior to the meeting and be prepared for any discussions.

Bring forward any items to be added to the agenda during the agenda approval process at the beginning of the meeting.

## **7. Speak up and speak clearly**

Speak loudly enough so that everyone hears what you're saying.

## **8. Understand the unwritten speaking rules**

It's not polite to interrupt others. Raise your hand if you have something to add. Avoid side conversations. Visible acknowledgement will be made of speakers – identifying the order of people to comment so that arms do not need to stay raised while others are speaking.

## **9. Observe good cell phone etiquette**

Do not keep your phone on the table during a meeting; it can be distracting if it starts lighting up or making noises. Put your phone on *silent*. Do not answer calls or texts unless they are urgent. If you must respond, step out of the room. Using devices to view one's calendar, calculator or make pertinent notes is considered acceptable.

## **10. Don't save all your questions for the end**

It is expected that you will have questions. Make sure you ask them at the appropriate time. Don't start asking questions and adding dialogue when everyone's preparing to leave.

## **11. Listen to understand**

Demonstrate respect and dignity, and trust in the competence of others. Offer constructive challenges on the issue(s), only. Stay on topic and speak openly, honestly and truthfully.

## **12. Support and empower others**

Decisions made are the decisions to be supported, whether reached unanimously or by consensus. Think provincially (outward), not locally (inward). During discussion of agenda items, keep your area in mind, but when voting, you are voting for Guiding in BC. Go back to your area and wholeheartedly support council decisions.

### **13. Voting in absence**

A deputy area commissioner, area co-commissioner or designate may vote in the absence of an area commissioner or co-commissioner. A deputy adviser or designate or deputy treasurer may vote in the absence of a provincial adviser or treasurer. No proxy votes are permitted.