

## **CONVENTIONS**

### ***ELECTION TO OFFICE***

The following conventions shall apply to the election of the Convener and Leader of the Comhairle and to the Chairmanships of Committees of the Comhairle:

- 1 In addition to the normal rules of debate and election, candidates duly moved and seconded for election to the Offices of Convener, Leader or the Chairmanship of Committees shall, if they so choose, be permitted to speak in support of their election to Office and such speech shall be made immediately following any speeches by all of the movers and seconders of all of the candidates and prior to the other Members who have not already spoken.
- 2 Candidates exercising their right to speak in accordance with paragraph 1 above, shall have the opportunity to do so in the order in which their names have been duly moved and seconded.
- 3 Candidates who choose not to speak shall remain eligible for election to the Office for which they have been duly moved and seconded.
- 4 A candidate's only opportunity to speak in the debate on election to Office shall be immediately following any speeches by the movers and seconders of all of the candidates.
- 5 A candidate's speech shall be limited to ten minutes.
- 6 A candidate who has been nominated for Office but is absent from the Meeting shall remain eligible for election.

### ***NOTIFICATION TO LOCAL MEMBERS OF OFFICIAL VISITS***

- 1 Whenever senior Comhairle Office Bearers (including Chairmen and Vice-Chairmen of Standing Committees and Heads of Service, or other Officers at Chief Officer level) visit individual wards on Comhairle business, which, in the opinion of the visiting persons, may affect or relate to local ward interests, local Members representing such wards will, wherever possible and practical, be given notice by the visiting persons, or an Officer acting on their behalf, of such visits;
- 2 The exceptions to this provision will be visits to individual wards when the purpose of the visit relates to internal administration business conducted within Comhairle Offices, other establishments or schools;
- 3 Local Members need not be separately notified of such visits if it is clear from another Comhairle communication e.g. the issue of an Agenda etc. that the visit is to take place, or where the local Member has already been invited to participate in the event giving rise to the visit.

### ***CONDUCT AT MEETINGS***

- 1 In addressing Officers or Members at formal meetings no Officer or Member shall use the first name or names alone of the Officer or Member being addressed or referred to.
- 2 In referring to or addressing the Chairman at formal meetings of the Comhairle, Committee or Sub-Committee the Member or Officer shall, address the Chairman as "Chairman" or "Chair" In the case of the Comhairle meeting addressing the Chairman as "Convener" is also acceptable where the Convener is in the Chair.
- 3 As meetings are streamed live on the internet the Chair shall introduce Members and Officers before they speak so that anyone listening to the broadcast of the meeting will know who is speaking.