



Camden Community Empowerment Network (CCEN)

Meeting Protocols

The CCEN welcomes input from the membership and members of the wider community to inform and expand discussion on local strategic issues. The following protocols are designed to help us manage the agenda and accommodate more people:

- CCEN Executive Board meetings are open to wider voluntary and community sector, and others with consent of the Chair. Those wishing to attend should inform the CCEN coordinator at least 2 days before the meeting
- Meeting dates will be set in advance and published on the CCEN website
- CCEN Executive Board members should strive to attend all meetings, sending apologies to the Chair for necessary absences
- Agenda items and associated documentation should be submitted in writing to CCEN support staff three weeks before the date of the meeting. Inclusion of items will be at the discretion of the Chair
- The agenda and background papers for the CCEN Executive Board Meetings will be circulated to Executive Board members one week in advance of the next meeting subject to the receipt of LSP papers
- CCEN Executive Board members are required to declare any conflicts of interest with respect to agenda items and will not take part in any vote relating to these items
- A quorum is one third of the Executive Board
- Decisions will be arrived at by show of hands called by the Chair at meetings. Where the vote is split equally the Chair will have a casting vote
- Attendees other than CCEN Executive members and CCEN staff will have observer status unless otherwise agreed by the CCEN Chair

