



4 – Civic Centre and Council Chamber Etiquette

Attendees at Youth Council meetings are asked to take account the following etiquette requests:

- Do not take any food or drinks into the chamber
- Respect the seats and the seating arrangements in the chamber. Do not tamper with the members' name plates e.g. turn them around.
- Respect the IT equipment in the council chamber, particularly the computer under the dais, the four screens on the dais and all the microphones. Whilst the microphones are fairly robust they can easily be damaged by constantly being moved around/twisted etc.
- Do not touch/adjust in any way the equipment in the two cupboards at the back of the chamber. They have been set to various frequencies.
- Respect the fact that there may be other meetings taking place in other rooms so keep any noise to a reasonable level. It's great to be passionate about the issues you are debating but just be conscious of others.
- Appreciate the work of the custodian(s) on duty. They have a job to do which includes being responsible for the integrity of the building and the people inside. If asked they will help anyone but do respect the fact that they have duties to attend to.
- Do not attempt to explore other parts of the building.
- Vacate the building promptly at the conclusion of meetings etc. The custodians have to ensure that the building is empty before they lock up and set the alarms.
- Enjoy yourselves!