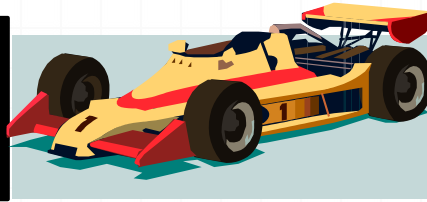


RULES OF THE ROAD



TOP TIPS

o **Be there – and be on time**

o **Be prepared**

- read the agenda, and the reports,
- make notes / questions as required,
- draft resolutions or amendments in advance

o **Follow the rules – but don't get stuck on them**

- don't manipulate
- no distracted driving
- pay attention



RULES OF THE ROAD



TOP TIPS continued...

o Be respectful

- Take the “high road”**
- Good manners – remember what your mother taught you**
- Don’t interrupt others (go through the Chair)**
- Be polite, diplomatic, patient**
- Don’t point or call names**
- Humour always is an asset (gentle humour)**

o Common sense and active listening

- Focus on issues not personalities**



TOP TIPS continued...

o Debate wisely

- Participate but don't ramble or overly dominate the discussion
- Keep your remarks on the matter at hand
- Consider thoughtfully – that is what your constituents expect of you
- Make decisions calmly, not in the heat of the moment

RULES OF THE ROAD



TOP TIPS continued...

- o Remember why you ran**
 - **You wanted to serve your community**
 - **It's not about you – it's about them**

- o Trust**
 - **Your colleagues**
 - **Your staff**
 - **Yourself**