

ANNEX

- *General courtesy and noise levels* – Members must conduct themselves in a courteous and respectful manner. Please pay attention to the impact of your entry and exit from the Chamber, particularly at Decision Time and Time for Reflection, and to noise levels more generally. During debates and questions, we will give a certain amount of latitude in the interests of encouraging debate and avoiding excessive formality. However, that does not mean that we condone behaviour that prevents other Members or the visiting public from following a debate. Please do not cross the well of the Chamber or turn your backs on the Chair as this has an impact on the sightlines of the Presiding Officers. Please also address other Members through the chair.
- *Questions* – when your name is selected for a question, please make every effort to submit the question to the Chamber Desk in advance of the relevant deadline. If you are unable to do so, please email the Presiding Officers and Chamber Desk providing an explanation. Please also make sure that you present yourself on time to participate fully in the questioning of Ministers. A failure to adhere to these points is not only a discourtesy to the Parliament but it also means that a fellow MSP may miss out on the opportunity to ask a question.
- *Attendance in the Chamber* - as a courtesy to your fellow Members, if you wish to participate in a debate, you should attend the whole debate but, as a minimum, Members should be present during the opening and closing speeches and should remain in the Chamber to hear the two speeches following their contribution. It is particularly important that closing speakers are able to reflect upon all of the contributions made during a debate.