

## Joining the Meeting

Great Coates Village Council will use Zoom to provide video communications. Zoom enables video and audio conferencing for persons using mobile devices, desktops, and fixed room systems.

In preparation for the meeting the Clerk to the Council will publish via the meeting agenda the zoom meeting link and meeting ID.

## Standing Orders

Standing Orders will be used to guide the meeting in a similar way as if persons were present in a physical meeting place.

## Specific Virtual Meeting Arrangements

Meetings will be opened 20 minutes before the meeting start time. Please ensure the name used on Zoom is known to the Clerk otherwise you may be admitted as a member of the public. Members should use their commonly known name and not nicknames or pseudonyms.

No members of the public will be admitted until all Councillors are present and ready to open the meeting. This will be undertaken as close as possible to the meeting start time but there may be a delay for public being admitted.

### Discussions

*This section applies if councillors are experiencing good connectivity. In the case of poor connectivity see 'poor connectivity' below.*

During the meeting all persons other than councillors will be muted. The meeting host will mute councillors should there be background noise disturbing the meeting.

If a member of the public wishes to speak they will be required to unmute themselves. The meeting host will then mute them upon conclusion of the speech.

During the meeting councillors and officers will raise their hand to indicate to the Chairman that they wish to speak on an agenda item.

Everybody attending the meeting will monitor their own background noise and mute their own microphones, except when speaking, to negate interference with the meeting.

### Voting

Voting will be undertaken by a show of hands. In the event of members connecting to the meeting without video, or by telephone, the Chairman may decide to take a roll call.

### Poor connectivity

In the case of poor connectivity the Chairman will decide whether to continue with the meeting or to reconvene.

In the case of video not being available for some or all of members attending the Chairman can choose to continue but to operate on a roll call for councillor views on individual agenda items.

### Attendance

If a member is believed to have 'dropped out' this will be noted. If 'drop outs' result in the meeting becoming inquorate, members will endeavour to re-join for a period of 15 minutes. After 15 minutes if the meeting is still inquorate, the Chairman will suspend the meeting and reconvene at a later time and date subject to the statutory days of notice. Members will be telephoned to advise of the suspension.

### Telephone attendance

Persons wishing to attend by telephone are advised to contact the Clerk in advance in order that processes can be put in place to enable appropriate engagement.

## **Virtual Meeting Etiquette**

Normal Standing Orders apply with regard to conduct at meetings and all attendees are expected to be mindful of the difficulties people experience with regard to the operation of technology.

Behaviour that is contrary to the intended outcomes of the meeting will be dealt with at the discretion of the Chairman. For a member of the public or press this may result in them being removed from the Zoom meeting.

Members must wear appropriate clothing and avoid drinking alcohol when on virtual meetings and be mindful of public perception.

Members must, where possible, be in a room alone or where this is not possible members families must not interfere or comment on the meeting activity.

The language and behaviour should be in line with the existing Code of Conduct.

## **Declaration of Interests**

A councillor that has declared an interest requiring him/her to leave the meeting will be placed in the waiting room. On conclusion of the item for which the declaration is made, the councillor will be re-admitted to the meeting.

## **Confidential Matters**

Confidential matters will be dealt with at the end of any meeting and non members will be removed from the meeting by the meeting host.

Prior to commencing any meetings of a confidential nature all members must confirm that they are in a private room where the conversations cannot be overheard.

## **Recording**

The meeting host may record the meeting and members should be aware that any members of the public may record without any knowledge to anybody in attendance.