

## **VIRTUAL MEETING RULES AND PROCEDURES**

1. Where it is essential that a decision is made at a meeting held in public, then a virtual meeting will be held applying these rules and procedures.
2. Meetings may take place on a day and time as is set out in the notice of meeting.
3. All documents and notices which would previously have been made available to members of the public in paper form will be made available electronically on the Council's website.
4. Save where amended by these rules and procedures, or where they are incompatible with the provisions of the regulations, all other rules of procedure in the Constitution will apply.
5. All Members will be sent instructions on how to join a virtual meeting when they are sent a copy of the agenda for that meeting. Any Member who is not a member of the relevant body who wishes to participate must give at least 24 hours' notice to the Democratic Services Officer.
6. When an agenda for a virtual meeting is published on the website it will include a link or instruction which will enable members of the public to hear and where possible also observe the meeting.
7. The video-conference link must be established and tested before the commencement of the meeting.
8. All participants connecting remotely to a virtual meeting with the exception of the Chairman must ensure their microphones are muted unless invited to speak.
9. The Chairman will at the start of the meeting give instructions to participants on how they will be allowed to speak and vote.
10. If a Member who is a part of a committee or decision making body is unable to hear the debate on a particular item, then if possible the Chairman will summarise any key points. If that is not practicable then that Member shall not vote on that item.
11. Should any aspect of the video-conference link fail, the Chairman will call a short adjournment of up to fifteen minutes to determine whether the link can quickly be re-established. If not re-established within this time, the Chairman may temporarily suspend discussion of the item under consideration at the time of link failure and continue with the remaining agenda items. Efforts should continue to re-establish the link. The Chairman will return to the suspended item on re-establishment, or on confirmation that this cannot be done, or before the

end of the meeting, whichever is the earliest. For clarity, the item under consideration at the point of any re-establishment of a link will be concluded before returning to the suspended item.

12. Members, who are not Members of the Member body which is meeting, who wish to speak at the meeting should wherever possible give 24 hours' notice to the Chairman and/or Democratic Services officer in advance of the meeting.

13. The Chairman may agree that an officer undertakes the role of Meeting Manager to support the Chairman in the conduct of the meeting including but not limited to identifying members who wish to speak and conducting any online vote and recording any vote taken.

14. The Chairman may instruct the Meeting Manager to remove any person from the virtual meeting where their behaviour or participation is not conducive to the proper conduct of the meeting.

15. The Chairman will announce at the start of each meeting that it will be recorded, unless a majority of Members present and voting decide otherwise – recordings will only be retained for a limited period until the minutes have been confirmed.

16. Wherever possible items which require consideration under Part 2 will be dealt with under delegated powers without the need for a virtual meeting.

17. If a Part 2 item is considered at a virtual meeting the Meeting Manager will confirm that only authorised persons are present, and any Member or officer who wishes to participate in discussion of a confidential/exempt item, must verify that their venue is secure, that no member of the public has access and that no recording of the proceedings is being made.

18. Any Member participating by remote link who declares an interest in any item of business required to leave the room or determines to do so, shall leave the room at the remote venue.

19. Where there is an urgent need to change these Rules or the Constitution the Monitoring Officer may amend either these rules or the Constitution with the agreement of the Mayor and the Leader of the Council.