

Selston Parish Council

Good Practise for Effective Remote Meetings

This meeting will be recorded and the recording will be deleted once the minutes have been approved.

In order to reduce background noise and help improve everyone's ability to hear the discussions, could all Councillors and members of the public please mute themselves when not speaking.

With regard to debating items, protocol to be followed will be for the Chair to introduce each item and ask who wishes to speak on that item. To indicate that you wish to speak, please raise your hand close to your face so that it is clearly visible and please refrain from using the 'virtual hand' option as this is not seen by everyone. The Chair will recite the order of who is to speak and each person in turn will then unmute themselves and speak. At the end of this, the Chair will check if anyone else wishes to speak further and the same procedure will be followed.

Can attendees please avoid speaking out, other than, when directed to by the Chair or Host.

For Parish Councillors joining the meeting by telephone, you will need to speak out to alert the Chair or Host that you wish to add something. The Chair will then give further directions and the Host will prompt this if necessary.

For the purposes of any vote, the proposal will be reiterated by the proposer immediately prior to voting, the Clerk will read out each Councillor's name in turn and the Councillor will indicate whether they are voting for /against / abstaining. This will ensure that each vote is correctly recorded and transparent to everyone present.

All Councillors must adhere to the terms of the Code of Conduct policy and be respectful and compassionate towards one another.

Specific reference is also made to Section 2 of the Standing Orders in relation to **Disorderly conduct at meetings** -

- (a) No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.*
- (b) If person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.*
- (c) If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.*

In addition to Section 2, there is the opportunity to move any disruptive person to the 'virtual waiting room' as a first step and the direction for this will be given by the Chair to the Host and the meeting will be temporarily suspended. The Councillor will then be invited back into the meeting on the proviso that they are prepared to abide by the terms of the Code of Conduct policy and the Council's Standing Orders.

Finally, for members of the public joining the meeting, the only opportunity to speak is during 'Public Speaking' time and the same protocol will be followed in terms of raising your hand to show your intention to speak and the Chair will direct if and when this is appropriate. Members of the public are not entitled to vote on any matters.