

Norton Lindsey Parish Council

Protocol for Holding Remote Meetings

During periods of emergency where it is not possible to meet in person, NLPC will hold meetings remotely via the Zoom application.

- Following the joining instructions on the meeting summons and agenda, you will enter a meeting via the Zoom waiting room, where you will wait until the Chair admits you to the “Council Chamber”.
- Upon joining the meeting, you should check your microphone and video are enabled.
- The Chair will carry out a roll call of all Councillors and the Clerk. Each Councillor and the Clerk should confirm verbally that they are present.
- The Chair will welcome, and note the number of, any members of the public attending the meeting. The Chair will explain the process of public participation and will ask the members of the public if they want to speak during the public participation session.
- The Chair will advise those present that, with the exception of any Councillor phoning into the meeting, their microphones should be on mute by default to avoid too much noise, and should only be unmuted when speaking. Anyone wishing to speak should raise their hand using the Zoom “raise hand” function or should physically wave their hand in front of the camera, and the Chair will invite them to speak. Anyone phoning into the meeting should say they wish to speak. Once they have spoken, their microphone should be muted once again.
- The Chair will advise that if there are problems with the internet connection or power during the meeting, in the first instance we will try to reconnect the meeting. Attendees are advised to re-click the link and try to re-join. If we are not able to recover the meeting, we will consider that the meeting is adjourned and we will try to reconnect at the earliest opportunity.
- The Chair will advise that NLPC will be recording the meeting, and as the meeting is being held online it is safe to assume that any Councillor or member of the public might also be recording. All present should bear that in mind throughout the meeting.
- The Chair will then work through the Agenda, supported by the Clerk as required. The Agenda will be as concise as possible and should focus on what is important, where practicable avoiding items that may require lengthy debate. These items will be postponed until NLPC is able to meet in person. Papers for the meeting will be posted on the Parish Council website and will be emailed out to all Councillors prior to the meeting.
- If a Councillor has declared an interest in an item to be discussed, the Chair will move them into the Zoom Waiting Room while the item is being discussed, and will then move them back into the meeting when discussion has finished.
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair to invite them to speak, at which time they should un-mute the

microphone and mute it again after they have made their point. If any member has joined by telephone only the Chair will invite them to speak before moving to a proposal.

- When a proposal is required the Chair will ask the meeting and look for a Councillor who has raised their arm, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair will then ask all Councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain.
- NLPC's "Standing Orders" will continue to be used to assist with the good management of the meeting.

Adopted:	May 2020
Review due:	May 2021