

# Middleton Tyas Parish Council

## STANDING ORDER

### Remote Meeting Etiquette

**Meetings will be audio live streamed via Zoom.**

**Remember** – the public can hear and see you, even if you can't see or hear them.

**Think** – about your surroundings and your body language.

*“Councillors and officers should assume at all times that what they are saying and doing is visible to the public in just the same way as it would be in the committee room” - Centre of Public Scrutiny.*

If you would not act in a certain way during a face to face meeting, then the same behaviour applies in a virtual meeting. This includes, but is not limited to, answering a telephone call, drinking alcohol, answering the doorbell, responding to text messages, being disrespectful to other Councillors or members of the public.

**Present** - no one else should be present in the room, as anyone wishing to join the meeting should be pre-registered as attendees.

#### **Councillor's Code of Conduct:**

Remember the seven [Nolan Principles](#) of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

#### **Councillors are asked to adhere to the following etiquette:**

##### **Etiquette before the meeting:**

- **Proactive communication.** If you have any questions about any reports – please feel free to contact the Clerk in advance of the meeting to discuss.
- **Make the remote connection** to the meeting 10/15 minutes before the start to ensure no issues
- **Switch off your mobile phone** / turn to silent to avoid unnecessary interruptions
- **Remember to charge** your iPad or computer in advance of the meeting / ensure you are plugged into a power source.
- **Location and background** - You will need to consider your location for the meeting and what is visible in the background. A plain wall can create a good background for a remote meeting and you should remove anything that you may not wish to be on view such as family photos.
- **Interests** - If you have any interest to declare, please do speak with the Clerk in advance of the meeting.

### Other helpful guidance:

- Ensure you have read any documents in readiness for the meeting. Agendas will be shared in the usual way with all participants via email.
- Find a suitable location for the meeting, where you will be comfortable and won't be disturbed.

### Check your Smart speaker!

- Many of us now have smart speakers in our homes such as Amazon Echo (Alexa), Google Home or smart music devices. These may be recording phone/video conversations and this could be an inadvertent breach of GDPR. If you have any of these devices that connect to the Internet, we strongly advise you to either turn them off or move them out of the room in which you are working.
- This is particularly important for meetings that include consideration of Exempt / Confidential items.

### Etiquette during the meeting:

- Mute microphones when not talking.
- Only speak when invited to by the Chairman. □ Only one person may speak at any one time.
- When invited to speak - turn on the microphone making sure to unmute.
- **Connection issues**
  - If you have connection issues and cannot re-join the meeting, the Chairman will decide whether to continue, cancel or postpone the meeting.
- **Chat function** ○ Please note that all those present in the meeting can view the chat area – comments are **not** private. ○ This function is to be used for indicating you wish to speak only – it must **not** be used for any other discussions.
- **Voting**
  - Votes will be counted by a show of hands. If you have joined the meeting by telephone you will need speak your name to count as your vote.
- **Exempt items**
  - The Clerk will end the live stream to the public website, along with the recording of the meeting. The Chairman will then ask each Member to verbally declare that there are no other persons present who are not entitled to be - either hearing or seeing consideration of such items, and/or recording the proceedings. Failure to comply could be in breach of Code of Conduct responsibilities.

### Etiquette for the end of the meeting:

- Chairman will close the meeting and all Members will be asked to 'hang up' promptly.
- Members must not participate in any further discussions.

Signed by Parish Council Chairman .....

Dated .....