

## **PART 3 – RULES GOVERNING HOW THE COUNCIL OPERATES**

### **5. Remote Meetings Procedure Rules**

(permissible for formal meetings only if/when legislation allows)

#### **Remote Access to Meetings**

1. For all purposes of the Constitution, the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for which purposes any reference to:
  - (a) “Place” is to be interpreted as where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers; and
  - (b) “Open to the public” includes access to the meeting being through remote means, including video conferencing, live webcast, and live interactive streaming. Where a meeting is accessible to the public through such remote means, the meeting is open to the public whether or not members of the public are able to attend the meeting in person; and
  - (c) If the Chair is made aware that the meeting is not accessible to the public through remote means, due to any technical or other failure of provision, then they shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary meeting.
  - (d) Members must confirm their attendance when asked to do so by the Chair at the start of the meeting.
  - (e) The Chair will confirm the total number of members in attendance at the start of the meeting.
  - (f) Should the meeting become inquorate due to a technical issue after it has commenced, the meeting will in the first instance be temporarily suspended. If the meeting does not become quorate again within 15 minutes, it shall be adjourned to a time and date fixed by the Chair.

#### **Members in Remote Attendance**

2. A member in remote attendance is present and attends the meeting, including for the purposes of the meeting’s quorum, if at any time all three of the following conditions are satisfied, those conditions being that the member in remote attendance is able at that time:

- (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance;
  - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
  - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
3. A member should not switch on their microphone until invited to do so by the Chair, except when they wish to raise a point of order, personal explanation or request a recorded vote, in which case they may switch their microphone on to say the words “point of order”, “point of personal explanation” or “recorded vote”. They must then wait for the Chair to invite them to speak.
4. Members shall indicate their intention to speak during a debate by using the “hands up” function within the software.
5. Unless a recorded vote is demanded:
- (a) the Chair will take the vote by roll call (recorded vote) and the number of votes for or against the motion or amendment or abstaining from voting will be confirmed; or,
  - (b) if there is no dissent and no call for a vote, by the Chair being satisfied of the unanimous approval of the meeting.
6. At a remote meeting of Full Council, any member may request by stating “recorded vote” that they wish the vote to be recorded to show whether and how each Member voted, and seven or more other members supporting this shall use the “hands up” function within the software to indicate they wish the vote to be recorded.
7. A member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in paragraph 8 are not met. In such circumstances, the Chair may, as they deem appropriate:
- (a) adjourn the meeting for a short period to permit the conditions for remote attendance of member contained in paragraph 8 to be re-established;
  - (b) count the number of members in attendance for the purposes of the quorum;
  - (c) continue to transact the remaining business of the meeting in the absence of the member in remote attendance.

### **Remote Attendance by Members of the Public**

8. A member of the public entitled to attend the meeting in order to exercise a right to speak is in remote attendance at any time if all three of the following

conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, members in attendance;
  - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting;
  - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.
9. A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in paragraph 10 are not met. In such circumstance the Chair may, as they deem appropriate:
- (a) adjourn the meeting for a short period to permit the conditions for remote attendance contained in paragraph 10 to be re-established;
  - (b) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for their attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest;
  - (c) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

### **Remote Voting**

10. Unless a recorded vote is demanded (which may be confirmed by the requisite number of members confirming the demand verbally when requested by the Chair):
- (a) the Chair will take the vote by roll-call (recorded vote) and the number of votes for or against the motion or amendment or abstaining from voting will be confirmed, or
  - (b) if there is no dissent and no call for a vote, by the Chair being satisfied of the unanimous approval of the meeting.

### **Members excluded from the meeting**

11. Where a member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.

12. Any member withdrawing from a remote meeting due to a conflict of interests will be brought back into the meeting when the Chair directs that the discussion of the matter has concluded.
13. The Chair retains the right to mute all participants' microphones during a debate.
14. In the event of disorderly conduct and disturbances, the person or persons responsible for the disturbance may be removed from the meeting at the discretion of the Chair.