

North Norfolk District Council

Remote Meetings Protocol



Documents	
<i>Agendas and notice of meetings</i>	<p>Before the meeting, any document to be referred to during the meeting should be shared with participants and published (where appropriate) in advance on the council's website, and ensure that every page and slide is numbered, wherever possible.</p> <p>A link to the livestream of the meeting will be provided on the committee page on the Council's website.</p>
Etiquette	
<i>Participants are requested to:</i>	<ul style="list-style-type: none">(a) Join the meeting promptly to avoid unnecessary interruptions.(b) Mute microphones when not talking.(c) to join using video if they are a member of the committee.(d) to turn their video off, if they are not a member of the committee, unless they wish to speak.(e) to join the meeting using audio and to switch their video on only when required to speak, if they are an officer (except the Chief Executive)(f) Indicate a wish to speak by using the 'raised hand function', if possible.(g) Only speak when invited to by the chairman.(h) If referring to a specific page or slide, mention the page or slide number.(i) Changed their display name to reflect status such as 'Cllr' and role – for example Cllr A Smith (Chairman). For officers, the job title should be listed in brackets after their name(j) Use a standard corporate background for all committee meetings, if an elected member of the authority.(k) Turn off the camera if they leave the meeting or their seat at any point.(l) Turn off the camera if they are speaking to anyone who is not attending the meeting.(m) To remain present and keep the video on during any debate if a member of the committee, so the public can see that they have participated fully and are able to reach an informed decision before voting.(n) To behave as they would in a formal committee meeting – avoid eating, answering the telephone, speaking to others in the room and leaving their seats unless necessary.(o) To use the chat function sparingly – only to raise important points or to flag up procedural issues.
Administration	
<i>The Committee Clerk will:</i>	<ul style="list-style-type: none">(a) Advise the Chairman as to who has requested to speak and in which order(b) Switch off an active participant's microphone once they have finished speaking if they fail to do so.

	<p>(c) Mute someone speaking, if they are being disruptive or ignoring the Chairman</p> <p>(d) Remove non- members and observers from the meeting and put them in the waiting room, so they have neither 'live' visual or audio feed whilst the committee deliberates in private or an officer present gives the committee advice. By taking down the live feed content from the public and just displaying a holding slide, decision makers may hold a separate meeting. The live stream can then be restarted when needed.</p> <p>(e) Notify the Chairman when Members of the public are waiting to join the meeting.</p> <p>(f) Remove a member of the public from the meeting at any time if they are disruptive.</p> <p>(g) Request that anyone joining the meeting who cannot be clearly identified to identify themselves before being admitted to the meeting.</p>
Public attendance	
<i>Members of the Public attending a meeting:</i>	<p>Will be sent an invitation by email providing details of how to join the meeting.</p> <p>Must notify the clerk 24 hours before the meeting of their intention to speak. 48 hours for Development Committee.</p> <p>Must send an accompanying statement submitted 24 hours before the meeting takes place.</p> <p>May request that an officer reads out their question or statement on their behalf.</p>
Voting	
<i>Voting:</i>	<p>Will be by roll call unless the Chairman indicates otherwise</p> <p>At Full Council meetings, voting will be undertaken using the 'poll function' unless a recorded vote is requested.</p>
Members' Interests:	
<i>Pecuniary Interests:</i>	<p>Member must leave the meeting at the start of the item.</p> <p>Member to be held in the virtual waiting room and readmitted by the Clerk when the item has been decided.</p>
Access	
<i>The public and press:</i>	<p>Will be able to view Committee meetings via a livestream to the Council's e-democracy channel on YouTube:</p> <p>https://www.youtube.com/channel/UCsShJeAVZMS0kSWcz-WyEzg</p>