

Bilsdale Midcable Parish Council

Supplementary Standing Orders for conduct of remote meetings

INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders (SOs) for Bilsdale Midcable Parish Council (BMPC) to enable the effective and lawful management of meetings held remotely due to the Coronavirus pandemic; in all matters other than those covered by this document, the normal BMPC Standing Orders shall apply.

NOTICE:

Any remote meeting shall be convened and publicly notified in the normal way.

CHAIRMAN'S ROLE:

The BMPC Chairman shall open each remote meeting with an outline of the special procedures which all participants must abide by whether they are councillors or members of the public. The Chairman shall chair the meeting and endeavour to enable all attendees to contribute.

PRESENT:

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance.

BMPC has taken reasonable measures to ensure that every councillor is able to join remote meetings. Should any member experience difficulties outside of the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting.

COUNCIL/COMMITTEE DISCUSSION:

It is essential that not more than one participant speaks at a time. The Chairman shall ensure this with support from the Parish Clerk, who shall moderate the meeting. This may include taking measures to temporarily mute the sound input from some participants if that becomes necessary to overcome disruption of the meeting due to background noise. Participants wishing to speak shall signal this by raising their hand to attract the Chairman's attention.

VOTING:

The Chairman shall verify from all councillors that discussion on a matter is complete before inviting them to vote on that matter. Voting shall be by a show of hands.

CONFLICTS OF INTEREST:

In the event that a participant is required to withdraw from a remote meeting on conflict of interest or other grounds, the Clerk, as moderator shall verify that withdrawal has taken place before the meeting proceeds. The Clerk shall then take any necessary steps to readmit the participant to the meeting.

PUBLIC PARTICIPATION:

Remote meetings of BMPC shall be open for members of the public to attend and even to speak as appropriate, just as in normal meetings.

Intending public participants shall be required to liaise with the Clerk to receive joining instructions before 12 noon on the day before the meeting in question. Each public participant shall be required to identify him or herself to the Clerk and councillors on joining the meeting.

Any member of the public wishing to address the meeting shall be required to complete their statement within 3 minutes.

