

## **STRATFORD-UPON-AVON TOWN COUNCIL**

### **STANDING ORDERS**

#### **ZOOM VIDEO MEETINGS**

The statutory requirements for meetings under the Local Government Act 1972 ('the 1972 Act') cannot be met during the Coronavirus pandemic. As a result, s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') have come into force which enables the Town Council to hold meetings remotely.

During this period, the following temporary Standing Orders will be observed during virtual meetings. Meetings will continue to observe the Town Council's regular Standing Orders in terms of conduct.

- ZVM1. Members should be aware that public participation will be conducted during the meeting so people may join the meeting if they have registered to speak. The meetings will be recorded and streamed on Facebook Live
- ZVM2. Members will arrive at least two minutes before the scheduled meeting time of 6:00pm
- ZVM3. Members are expected to have tested their equipment set up in advance to ensure their video and sound is working
- ZVM4. Participants should ensure their camera is properly positioned and that the lighting is good – the camera should be in a stable position, focused at eye level with the participant positioned centrally in the frame. To avoid sound reverberation, it is recommended that members wear headphones (see ZVM)
- ZVM5. Background distractions should be prevented and members should refrain from multi-tasking during the meeting
- ZVM6. Members should dress appropriately as if attending a normal Town Council Meeting
- ZVM7. Eating, drinking alcohol or smoking is not permitted during meetings
- ZVM8. The host will admit members to the meeting from the waiting area

- ZVM9. Upon entering the meeting, members should ensure their microphone is on mute
- ZVM10. Prior to declaring the meeting open, the host will conduct a roll-call. Members will unmute their microphone as their name is called to confirm their attendance
- ZVM11. If a member wishes to speak, they will raise their electronic blue hand (found under 'participants' in the task bar)
- ZVM12. The Mayor or Chairman will call on those wishing to speak in turn
- ZVM13. The member will unmute their microphone. When they have finished speaking, they will mute their microphone and click on the blue hand to lower it
- ZVM14. If a vote is taken, the host will ask 'All those in favour'. If in favour, members will vote using the green 'yes' link (found under 'participants' in the task bar)
- ZVM15. The host will then ask for 'All those against'. If against, members will vote using the red 'no' link
- ZVM16. The Clerk will record the vote
- ZVM17. If the meeting goes into confidential session, members must ensure that no one in their household can overhear any part of the proceedings (the wearing of headphones is recommended)
- ZVM18. If there are members of the public present, they will be asked to leave the meeting and the Mayor or Chairman (the host) will ensure that they have done so before proceeding with the confidential agenda