



Pamber Parish Council

Rules and Guidance for those attending Virtual Meetings using ZOOM

Pamber Parish Council has adopted the use of Zoom as a virtual Meeting room for the Parish Councillors and members of the public to participate in meetings.

It is necessary to set out a set of rules which both Councillors and the public should use and abide by to enable the meeting to run smoothly and orderly without confrontation or disruption from unwanted persons.

All virtual meetings will be recorded and will be made available to view 48hr after the meeting via the Parish Council website <http://www.pamber-pc.gov.uk/>

Request Attendance or representation at the Meeting

The Public can request attendance or representation at the meeting and will be able to raise issues during the Open Forum or Public Participation opportunities. Requests should be sent by email to clerk@pamber-pc.gov.uk by Thursday 4th June. If you wish to speak in either Open Forum or Public Participation, you should enclose a copy of what you want to discuss. This will be used to represent your thoughts if the technology fails.

To attend the meeting, a PC, Mac or internet enabled device will be required. Phone enquires/observations can be made prior to the meeting and will be raised by the Chairman, on their behalf, during public participation. **Phone Calls will not be taken during the meeting.**

Call **0794 263 7210** to contact the Chairman.

The members of the public speaking will each have 4 minutes to voice their concern.

The Open Forum session is planned to last for 15 to 20 minutes and will be at the discretion of the Chairman.

A **List of Attendees** will be compiled

Confirmation of a request to attend together with an agenda will be sent 48hrs before the meeting.

Within 24 hrs of the meeting accepted members of the public will receive meeting joining instructions.

Joining the meeting on the day

All Attendees are reminded that the meeting will be recorded.

All participants in the meeting, both Councillors and members of the public will be held in a “**Waiting Room**” prior to the start of the meeting.

Access to the meeting will be granted once attendees are verified as being “On the List”.

During the meeting

All participants other than the current speaker, will have their microphone **Muted**, when a person wishes to speak, that person should raise a hand. The Chairman will invite them to speak. They will then be **Unmuted** and able to speak. When finished they will be **Muted** again.

The **Waiting Room** will be monitored for late arrivals, but there will be no guarantee of acceptance and entry into the meeting.

Disruptive Behaviour

Should any attendee disrupt the meeting they will be given **2 warnings to desist**. If they continue to disrupt the meeting they will then be **removed** from the meeting.

Leaving the Meeting

Any person can leave the meeting at any time. Returning to the meeting through the **Waiting Room** cannot be guaranteed.

Rules and Requirements for Attending a meeting

1. Requests to attend the meeting must be sent by email to clerk@pamber-pc.gov.uk by Thursday 4th June.
2. Attendance will be confirmed 48hrs before the meeting with an agenda from the clerk by email.
3. To attend the meeting, a PC, Mac or internet enabled device will be required. Phone enquires/observations can be made prior to the meeting and will be raised by the Chairman, on their behalf, during public participation. Phone Calls will not be taken during the meeting.
Ring [0794 263 7210](tel:07942637210) to contact the Chairman prior to the meeting.
4. Joining instructions will be issue 24 hrs before the meeting from the clerk by email
5. Attendees will be checked before being allowed to enter the meeting
6. The waiting room will be open 10 minutes before the meeting. Verified public attendees will be granted access to the meeting 2 minutes before the start. **All Microphones** will be **Muted** until the meeting starts
7. The public have 2 opportunities to speak at the meeting
 - a. Open Forum
 - b. Public Participation – prior notice of subject matter is required
8. Members of the public will have a maximum of 4 minutes each to speak
9. Anyone wishing to speak **MUST** raise their hand to be noticed. The Chairman will then invite the person to speak, and their microphone will be **unmuted**.
10. Microphones will be **muted** on completion of the discussion.
11. Disruption of the meeting will not be tolerated. Attendees will be **removed** from the meeting if they disrupt the meeting for a 3rd time.
12. Council Proposals.
 - a. The Chairman will request or make a proposal
 - b. Councillors will raise a hand to speak, the chairman will invite the person to make a proposal
 - c. Councillors wishing to Second the proposal will raise a hand. The Chairman will choose and announce the seconder.
13. Voting
 - a. The Chairman will name each councillor in turn and request a decision
 - b. The invited councillor will respond, **In Favour, Against or Abstain**