



**WEST BEDLINGTON**  
TOWN COUNCIL

## **Virtual Meeting Protocol**

### **West Bedlington Town Council**

<b>Approved Minute Ref</b>	<b>VM06</b>
<b>Date</b>	<b>14th May 2020</b>
<b>Version</b>	<b>2</b>

## Scope

Meeting protocol for members of this Town during virtual Council / Committee meetings in situations where a physical public meeting is not possible.

The protocol assumes that the meeting is conducted via Zoom conference application.

## Meeting Preparation

1. The Council will restrict the number of agenda items contained with a virtual meeting agenda. Priority will be given to statutory requirements and urgent business that cannot wait for a future meeting. Agendas should be brief and precise.
2. Virtual meetings will be restricted to a maximum of 60 minutes in length,
3. Virtual meeting agenda will not include Questions to The Council from residents or updates from County Councillors. Residents may and are positively encouraged to ask questions of the Town Council ( business of The Town Council) via email at [westbedlingtontowncouncil@gmail.com](mailto:westbedlingtontowncouncil@gmail.com) for a written reply.
4. The Town Clerk will prepare a public notice of the virtual meeting and the meeting agenda and include upon both documents' details of the virtual meeting. The documents will be posted to the Councils website and emailed to the Councils mailing list in advance of the meeting.
5. Admittance to the virtual meeting is via a virtual waiting room. Members of the public and media will be admitted into the meeting on the understanding that they will not interrupt the business of the meeting or otherwise cause disruption to the effective running of the meeting. ALL Meeting attendees should clearly identify themselves – an identifiable name not a device name, IP Address or other, users can use the rename option within Zoom Video to display their names. The Council reserves the right to refuse entry into the meeting without knowing the identity of the participant.
6. In the event of meeting disruption from a member(s) of the public, the Chair will issue a warning of expulsion to the individual(s) concerned. Failure to comply with the Chair's warning will result in the individual(s) expulsion from the meeting with no further warning.

## During the Meeting

1. The Council Chair (or whoever is the meeting chair in the absence of the Council Chair) will be responsible for the running of the meeting.
2. Decisions will only be made in respect of items on the meeting agenda unless the meeting chair considers the matter is one of urgency that cannot wait for a future meeting.
3. Initially all Council members will be asked to “mute” their microphones and only “unmute and speak” at the invitation of the meeting Chair.
4. Councillors wishing to speak should first “raise their hand” via the software reactions provision and wait to be invited to speak by the Chair.
5. Before moving to a vote on any resolution the Chair will provide an opportunity for each member present to speak (should they so wish).

6. Voting will be the raising of the “thumbs up reaction” to indicate the member is in favour of the proposal. The Clerk will summarise voting before moving onto the next agenda item to ensure votes have been recorded correctly. Individual votes will not be recorded unless a request is made from a Council member before the commencement of the next agenda item.