

Virtual Meeting Rules and Procedures to be read in conjunction with  
Earnley Parish Council's Standing Orders.

1. Introduction

Different meetings arrangements are in place for the period 4 April 2020 to 7 May 2021 due to the provisions of the Coronavirus Act 2020 and the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allowing formal, virtual meetings. These Procedure Rules clarify the Council's temporary legal powers to hold meetings via telephone audio conference, video conference or other electronic means to avoid convening public gatherings during the public health emergency. In any instance where these Procedure Rules conflict with other Procedure Rules or other sections of the Constitution, these Procedure Rules prevail until 7 May 2021.

2. Attendance

All references to Members being 'present' at a meeting include participating through virtual methods, via Microsoft Teams.

Where practicable, formal meetings will be accessible to the public through Microsoft Teams, except where exempt or confidential items are being discussed. The link for the meeting will be included in the Agenda which will be published on the Parish Council website.

3. Conduct of Meetings

The Chairman of a virtual meeting will manage the meeting with clear instructions and requests to participants. The Chairman will introduce or ask each participant to identify themselves at the start of the meeting.

The Chairman will be able to use their powers to control the meeting flexibly during remote meetings as they do for traditional meetings.

As at a traditional meeting disorderly conduct will not be tolerated and the Chairman can have a person removed from the remote meeting if they consider that the person is obstructive to the effective running of the meeting.

If a Member has a pecuniary or prejudicial interest in an item, they must leave the virtual meeting for the duration of that item, after which they will be invited to re-join the meeting.

At a virtual meeting, all votes called in accordance with Council Procedure.

Council Procedure Rules as to public questions will continue to apply.

Adopted by Full Council: 28<sup>th</sup> May 2020

Minute No: 35.2020(2.2a)

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