



### ETIQUETTE FOR VIRTUAL MEETINGS OF THE AUTHORITY AND ITS COMMITTEES

The Authority has decided to use Cisco WebEX to host virtual meetings of the Authority and its Committees. All meetings can be accessed using the following link:

[https://peakdistrictnationalparkauthority.my.webex.com/meet/pdnpa\\_meetings](https://peakdistrictnationalparkauthority.my.webex.com/meet/pdnpa_meetings)

The Democratic and Legal Support Team will facilitate these meetings by sending WebEx meeting invites and agendas and reports. They will also provide a moderator and a minute taker for each meeting.

If you wish to test your equipment before joining a meeting for the first time please contact the Team to set up a practice meeting. Contact details are set out at the end of this guide.

This guidance has been issued to Members and Officers to make sure these meetings, which must be broadcast to members of the public, can run efficiently and effectively while complying with all the relevant legislation.

### PARTICIPANT PREPARATION BEFORE THE MEETING

- Agendas and reports for these virtual meetings will be sent out in accordance with the existing statutory timescales. Therefore a few days before the day of the meeting make sure you have received all the relevant paperwork to be able to participate in the meeting. If you think anything is missing please contact the Democratic and Legal Support Team.
- If you wish you can give notice in advance that you wish to speak on an item particularly if you are planning to join the meeting by telephone. This is not essential but it may help the flow of the meeting.
- Make sure you know how to connect to the meeting and arrange a practice if you are unsure. [Watch the instruction video](#)
- If you are planning to join the meeting by phone only with no video please let the Democratic and Legal Support Team know in advance.
- It is suggested that all Members and other participants try to join the meeting 15 minutes before the start time to ensure all can connect and be seen and heard. If you have connected successfully you will be held in a lobby until the meeting is ready to start. This stage has been added to make sure that unauthorised users cannot access the meeting room even if they have obtained the joining instructions.

## **ISSUES TO CONSIDER BEFORE JOINING A MEETING**

- Ensure you are in an area where you are unlikely to be disturbed ie by other persons, telephones, pets, noises etc. You may want to put a sign on your door to remind others in your household that you are in a meeting.
- Try to have a neutral background behind you eg a blank wall. If this is not possible consider what others may see behind you or near you and remove items that are private or unsuitable. For example for safeguarding reasons you may need to move family photographs.
- Don't have any confidential meeting papers so they can be visible on the screen. If there are any Exempt/Confidential items on the agenda it is important that you are on your own and no other persons are present in the room with you during that part of the meeting.
- Check your broadband connection is stable and can support you joining the meeting. If there are problems you may need to ask other members of your household to stay off the internet for a while.
- Ensure your camera is positioned to give a clear, front on view of your face. Consider the lighting in the room and adjust if necessary eg does the camera show you in shadow?
- Familiarise yourself with the conferencing functions available eg:
  - Mute microphone - when not speaking
  - Unmute microphone – to speak
  - Stop my video – stops sharing your video feed, press it to start sharing again. This will be used if you have to leave the meeting for any reason.
  - How to raise your hand to speak.
- Remember virtual Committee meetings are still public meetings and will be broadcast by audio on our website and as visual on YouTube. The public will see and hear you just like in the usual committee meetings. Consider what you say and do during the meeting and remember you may still be visible even if you are not speaking. For this reason when you are in a meeting try to remember to follow Government advice on controlling the virus.

## **PUBLIC SPEAKERS**

- Public speakers will be invited to join meetings in accordance with the Authority's current Public Participation at Meetings scheme and will need to give notice to speak at meetings as usual.
- Persons who have given notice to speak will be sent WebEx meeting invites to join the meeting by telephone and must abide by the meeting etiquette.

- Public speakers can only speak when invited to do so by the Chair and speak for 3 minutes only.
- The Moderator will time the public speakers and give a warning when 1 minute is remaining.

## **ROLE OF THE MODERATOR**

The Moderator for the meeting will help to ensure the meeting runs smoothly by:

- Checking all necessary participants are present for the meeting
- Monitoring microphones – eg reminding participants to mute microphones when not speaking or switching them off for them
- Monitoring if any participant loses connection or leaves the meeting.
- Closing the meeting for any necessary adjournment and restarting the meeting afterwards.
- Monitoring the waiting room facility if used – to allow participants to enter or leave the meeting.
- Monitoring the hands up functionality and passing on to the Chair of the meeting a list of Members who wish to speak.
- Ensure Members who have declared Disclosable pecuniary or prejudicial interests leave the meeting at the appropriate point and then invite them back to the meeting after the item has been dealt with.
- Can remove participants from the meeting.
- Can allow participants to enter the meeting.
- Will record the votes taken on each item considered to ensure the Chair can confirm the decision made.
- Will ensure the meeting is closed when it ends.

## **DURING THE MEETING**

- At the start the Chair will ask the moderator to carry out a roll call. When the moderator calls out your name you should indicate that you are present and declare any interests you may have on any agenda items.

- You should keep your microphone muted until invited to speak by the Chair when you can then unmute your microphone. You must mute your microphone when you have finished speaking.
- The Chair will make sure that any Members or other participants joining by telephone only are included in the meeting but they will not be able to know if you wish to speak. If you decide to join by telephone you may not be able to see any shared screen information and may find it harder to follow the discussions.
- You will need to declare any interests you may have in agenda items, as usual and leave the meeting for any item where you have an interest which is prejudicial or a Disclosable pecuniary interest. If this happens the Moderator will invite you back to the meeting after the item has been dealt with.
- The Chair will introduce agenda items and invite Officers to give any updates.
- If there are any public speakers the Chair will invite each person to speak for 3 minutes, in accordance with the Public Participation at Meetings scheme, on the item being considered.
- The Moderator or the minute taker will time the public speakers and give a warning when 1 minute is remaining.
- The Chair will then ask Members if they have any questions on the item being considered. If you wish to speak use the raise hand facility in Webex or send a private message to the host. If you are joining by phone the Chair will invite you to speak after the other speakers have finished.
- The Chair will then invite Officers to respond to Members' questions.
- The Chair will then ask Members if they have any comments on the item being considered. If you wish to speak use the raise hand facility in Webex or send a private message to the host. At this stage any Member invited to speak may move the recommendation in the report or put forward an alternative motion.
- The Chair will then ask Members if they have any comments on the motion or wish to move an amendment. If at this stage there is no proposal on the table the Chair will move the recommendation and the Deputy/Vice Chair will second it.
- The Chair will then ask Officers if they have anything further to input regarding the item being considered.
- In making a decision the Chair will ask each Member in turn to vote on the item being considered by stating if they are For, Against or Abstaining. To do this the moderator will read out the name of each Member present in alphabetical order and wait for a response. If there is any disruption to the sound the moderator may need to ask a Member to repeat their intentions before moving on.

- When voting Members are confirming that they have been present during all discussion relating to that item. If you have missed part of the discussion you should abstain.
- The Moderator will note the responses and state the result to the meeting. The Chair will confirm the decision.
- The voting on agenda items will not be recorded in the minutes unless a recorded vote is requested.
- The Chair will close the meeting when the business on the meeting agenda has been completed.
- If a meeting is expected to last longer than 1 hour the Chair will adjourn the meeting for a short break after 1 hour from the start. Where possible breaks will be identified on the agenda.
- If there are any Exempt, Confidential agenda items on the agenda then the public part of the meeting will be closed any public participants present removed from the meeting and the live streaming switched off. The meeting will not recommence until all these actions have been completed so please wait if there is a longer pause than usual.
- The Exempt or Confidential agenda items will then be considered in the same way as the public items were considered set out above.
- When considering Exempt or Confidential items Members will need to confirm that they are on their own and no other persons are present in the room with them.

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## **Contact information**

### **Democratic and Legal Support Team**

01629 816352

[democraticandlegalsupport@peakdistrict.gov.uk](mailto:democraticandlegalsupport@peakdistrict.gov.uk)

### **Dedicated Virtual Meeting Support Line**

01629 816398 (From 9am on meeting days)

### **IT Support** (Outside of meetings)

01629 816299

[itsupport@peakdistrict.gov.uk](mailto:itsupport@peakdistrict.gov.uk)

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