

## **PART 4 | SECTION 1A – REMOTE/HYBRID MEETING PROCEDURE RULES (SUPPLEMENTARY STANDING ORDERS)**

### **1. SECTION 1A – REMOTE/HYBRID MEETING PROCEDURE RULES**

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#### **1. Application of the Rules**

- 1.1 These Rules should be read in conjunction with the ordinary Council Procedure Rules (under Part 4, Section 4 of the Council's Constitution) which details the rules of debate and apply to all meetings of the Council except as varied by the Council Procedure Rules.
- 1.2 Any reference to meetings conducted remotely also refers to meetings that are conducted using hybrid arrangements (i.e. some participants attending in a remote capacity and some are attending the physical meeting space) as appropriate and shall be constructed accordingly subject to the prevailing legislation, regulations and case-law etc. in force from time to time.

#### **2. How will Notice of Meetings be Provided**

- 2.1. The Proper Officer will give notice to the public of the time of the meeting and shall provide details of how the meeting shall be open to the public which shall be through remote means including (but not limited to) video conferencing, live webcast and live interactive streaming.
- 2.2. Members will be notified of a remote meeting by email and all agenda papers will be available on the Authority's website and via its meeting management software or other electronic means as appropriate.

#### **3. Quorum**

- 3.1. The normal quorum requirements for meetings as set out in the Authority's Constitution will apply. Any Member so authorised to participate by remote conferencing shall be regarded as present for the purposes of determining a quorum, legislation permitting.
- 3.2. In the event of any failure of the video conferencing link, the Chair will immediately determine if the meeting is still quorate. If the meeting is still quorate, then the business of the meeting will continue. If there is no quorum then the meeting will adjourn for up to fifteen (15) minutes to allow the connection to be re-established. If connection cannot be re-established after fifteen (15) minutes, the meeting may be immediately adjourned to a later date.

#### **4. Notice of Remote Link**

- 4.1. Any Member wishing to participate by remote means in any meeting of the Council, or of a Committee or Sub-Committee, must confirm their attendance by such means in writing to Democratic Services at least forty-eight (48) hours in advance of the start of the meeting.
- 4.2. The remote means must be established and tested before the commencement of the meeting.

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**5. Types of Remote Link**

- 5.1. Members should try to establish video conferencing capability however by exception, they may attend by audio only.

**6. Record of Attendance**

- 6.1. The Chair and/or Democratic Services will confirm before or at the outset and at any reconvening of the meeting that they can see and hear all participating Members. Any Member participating by remote link must also confirm at the outset and at any reconvening of the meeting that he/she can see and hear the proceedings and the other Members participating.
- 6.2. Democratic Services will record remote attendance on behalf of Members accordingly.

**7. Declaration of Interests**

- 7.1. Any Member participating by remote link who declares an interest in any item of business in terms which requires them to leave the room must also leave the remote conference temporarily. The departure will be confirmed by Democratic Services who will thereafter confirm to the remote Member when they may re-join the meeting.

**8. Disruption to Remote Conferencing**

- 8.1 Should any aspect of the hosting technology fail, the Chair may call an adjournment of up to fifteen (15) minutes to determine whether connection can be re-established. If connection cannot be re-established after fifteen (15) minutes, the meeting may be immediately adjourned to a later date.
- 8.2 Should any aspect of an individual's remote participation fail, the Chair may call a short adjournment of up to five (5) minutes to determine whether the connection can quickly be re-established, either by video technology or telephone in the alternative. If the connection is not restored within that time, the meeting will continue to deal with the business on the agenda, providing the meeting remains quorate and the public are able to hear.
- 8.3 If, following disconnection, an individual Member's connection is successfully re-established, then the remote Member(s) will be deemed to have returned at the point of the connection's re-establishment.
- 8.3 If a connection to a Member is lost during a regulatory meeting, the meeting will proceed, providing it remains quorate. Any Member who has been absent from the debate on a

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particular item due to connection failure or any other reason will not be permitted to vote on the item, as they will not have heard all the facts to be able to make a fully-informed decision.

### **9. Notification of Right to Speak**

- 9.1 The Chair will follow the Council Procedure Rules set out in the Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.
- 9.2 The Chair, at the beginning of the meeting, will explain the protocol for member and public participation and the rules of debate. The Chair's ruling during the debate will be final.
- 9.3 Where members of the public are exercising speaking rights at the meeting via remote attendance, the Chair will as part of their introduction explain the procedure for their participation. Members of the public must adhere to this procedure otherwise they may be excluded from the meeting.

### **10. Voting**

- 10.1 When the Chair is satisfied that there has been sufficient debate and there is a proposer and seconder for the item being debated, the Chair will progress to making a decision.
- 10.2 Unless a Recorded Vote is called, the method of voting will be at the Chair's discretion and will be by one of the following methods:
  - (a) a vote by electronic means;
  - (b) Members stating 'for', 'against', or 'abstain' to indicate their vote when their name is called; or
  - (c) by the general affirmation of the meeting.
- 10.2 Details of how individual Members voted will not be kept or minuted unless a Recorded Vote is called.

### **11. Exclusion of the Press and Public**

- 11.1 If a remote Member wishes to participate in discussion of a confidential and/or exempt item, they must verify that the venue in which they are situated is secure, that no member of the press or public has access and that no recording of any kind of the proceedings is being made, by any person. Democratic Services will ensure that no recording of any kind is taking place.