

Sharow Parish Council
Remote Meetings - Standing Orders Addendum

Adopted at the ordinary council meeting of 18th May 2020

1. INTRODUCTION:

The following Standing Orders are an addendum to the Standing Orders (SOs) of Sharow Parish Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters, Sharow Parish Council SOs apply.

2. CONVENING

A remote meeting of the Council will be convened in accordance with Paragraph 10 of the Local Government Act 1972.

3. ROLE OF THE CHAIR:

All meetings shall commence with a statement from the Chair of the meeting, outlining the procedures to be undertaken to hold a lawful and effective remote meeting, and highlighting the requirement for all councillors to observe the code of conduct adopted by the Council.

4. ATTENDANCE:

- a. Councillors are deemed present at any remote meeting when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance.
- b. Where the council has taken reasonable measures to provide guidance and support to a councillor to join a remote meeting, but that member is experiencing difficulties outside the control of the council, the lack of attendance of the member shall not invalidate a properly convened and quorate meeting
- c. All councillors present will be required to state their name prior to the commencement of the meeting.
- d. No business may be transacted at a meeting unless at least three members of the Council are present.
- e. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

5. VOTING:

- a. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of councillors present and voting.
- b. Where all councillors are visible on screen, voting shall be by show of hands. If one or more councillors are joining the meeting by telephone, the Chair shall at their discretion request a response to each proposal verbally from each member present

6. DISCUSSION:

- a. Anyone wishing to speak on an agenda item should raise their hand. The Chair will then call upon that person to speak if a councillor, or if as a non-councillor the Chair considers that their contribution would be appropriate and helpful to the discussion
- b. Anyone joining the meeting by telephone wishing to contribute to discussion should say "wish to speak" or a similar short statement
- c. The Clerk will ensure that all people wishing to contribute have been called upon

- d. After all wishing to contribute have been heard, the Chair will propose or call for a proposal for any action required, and for that proposal to be seconded
- e. Any member present may then propose an amendment to the motion, in accordance with Standing Orders, which the Chair will consider before moving to a vote on the substantive motion

7. DECLARATIONS OF INTEREST

A councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter. If an interest is declared requiring the councillor to leave the meeting, they will disconnect from the conference or telephone call, and will be invited to rejoin by the Clerk when discussion is complete on the agenda item in question.

8. PUBLIC PARTICIPATION

During the agenda item for questions and comments from members of the public, the Chair will ask non-councillors in attendance to indicate their wish to speak as per item 6 (a-c) above

9. EXCLUSION OF THE PRESS AND PUBLIC

The council may resolve to exclude the press and public from a meeting or part of a meeting in cases where publicity of the matter may be prejudicial to the public interest, where confidential business is to be transacted, or for other reasons.

If it is necessary to exclude the press and public, the council will continue the meeting by entering a fresh remote meeting link.

Other than in exceptional circumstances, matters requiring the exclusion of press and public will be considered at the end of the agenda, so that the press and public do not have to wait to be re-admitted to the meeting.