

CHAIR'S PROTOCOL FOR VIRTUAL MEETINGS

On arrival, all participants should:

- mute microphones and remain muted except when speaking
- open the conversation window by clicking on the 'speech bubble'
- open the participants window by clicking on the 'people' bubble, if they wish to see who is present

During the meeting, everyone should:

- Kindly put personal mobile phones on silence when speaking
- be mindful that all attendees can view all dialogue in the conversation window
- resist using emoji's or holding private conversations in the conversation window

- Switch on your video if you so wish

During the meeting, all participants should:

- put their personal mobile phones on silence when speaking
- resist using emoji's or holding private conversations in the conversation window
- be mindful that the public and press might be present and may view all dialogue in the conversation window

If any member of the public is disruptive, the Democracy & Scrutiny Officer will, on the Chair's instructions, remove them from the meeting.

To ask a question or make a comment, everyone should:

- show that they have a question or comment in the conversation window by typing 'question' or 'comment'.
- unmute their microphones when speaking and mute again when finished. If you forget the DSO will do so as this can affect the audio quality.

The Chair will invite members to speak in turn; only one person should speak at a time.

Order at the meeting: If anyone persistently interrupts or is disruptive, the Chair will instruct the meeting host to mute them or remove them from the meeting.