



CHICHESTER CITY COUNCIL

Chichester City Council Virtual Meetings Meeting Rules and Etiquette

General principles of Council Meetings and Committees

(Extracted from the Chichester City Council Standing Orders)

[LINK - Chichester City Council Code of Conduct - February 2021](#)

- 1) Members of the public are permitted to attend all Council and Committee meetings with the exception of Agenda items specifically highlighted as confidential due to the matters being discussed – e.g. Personnel or confidential business matters. These items are clearly stated on the Agenda.
- 2) Members of the public are permitted to make representations, answer questions and give evidence in regard to Agenda items. The time available for this is subject to the Chairman's discretion.
- 3) Each member of the public is permitted to speak once only and for no more than three minutes.
- 4) A question asked by the public shall not require a response or a debate.
- 5) The Chairman may direct that a response to a question from the public be referred to the Town Clerk or a Councillor for an oral response, or a written response in the case of the Town Clerk.
- 6) A member of the public should raise their hands when requesting to speak and wait for a response from the Chairman.
- 7) Comments and questions from the public should be addressed to the Chairman.
- 8) Only one person is permitted to speak at a time. The Chairman shall direct the order of speaking.
- 9) ONLY matters that are included in the meeting Agenda may be discussed at that meeting.

Additional principles applied to virtual meetings

- 1) Meeting links and passwords will not be published openly – those interested in attending should contact the City Council for more information.
- 2) Meeting links and passwords should NOT be distributed by anyone other than City Council Officers.
- 3) All attendees are subject to the terms outlined in this document and Chichester City Council's Standing Orders.
- 4) Those attending will be initially placed in a waiting room. The City Council host will then admit them to the meeting in order of arrival.
- 5) Late attendees will only be admitted if the business being conducted at the time is in public session.
- 6) The City Council will record all Meetings – recordings will be held in accordance with the City Council Data Protection and Privacy policy.
- 7) The following Zoom features will be disabled:
 - a. Screen sharing – only the host will be permitted to screen share for the purpose of in meeting presentations
 - b. Whiteboard
 - c. Annotations

- d. File transfer
 - e. One-to-one private text chat
 - f. Personalising attendee backgrounds.
- 8) All microphones will be muted and only enabled by the Chairman when a Councillor or member of the public wishes to speak to an Agenda item.
 - 9) Attendees are asked to be courteous at all times.
 - 10) Attendees are asked to be mindful of what is happening in their surroundings to prevent unnecessary noise or background activity from detracting from the meeting.
 - 11) Attendees wishing to speak should raise their hand until the Chairman unmutes your microphone and asks you to speak.
 - 12) Attendees creating inappropriate disruption may be removed from the meeting at the discretion of the Chairman. Once removed, re-entry to the meeting will not be permitted.
 - 13) In exceptional circumstances, disruptive users may be reported to Zoom and/or the appropriate authorities for further investigation and/or action.