

Forest of Dean District Council

Remote meeting Etiquette/Protocol for Planning Committee meetings

Before the meeting:-

- Join the meeting via the Cisco Webex invitation at least 15/30 minutes before the start of the meeting (so that any connection or technical issues can be resolved)
- Try to use a quiet location for the meeting where you will not be disturbed and switch off your mobile phone/turn to silent.
- Think about lighting and what is visible in your background. Remove anything you do not want to be visible to the public.
- Remember to charge your Ipad/device in advance of the meeting or ensure you are plugged into a power source.
- Meetings will be live streamed so members and officers will be visible to the public in the same way they would be in the Council Chamber.
- As this is a public meeting, members should be mindful of their conduct, body language and dress code.

Public speaking:-

- If you have previously submitted your views you are eligible to make representations to the committee. If you wish to do so you must register your request in writing to Democratic Services, at the Council Offices no earlier than one week before the Committee meeting and by 12 noon on the day before the meeting.
- As a consequence of the limitations of holding a virtual meeting persons making representations will be asked to do so in writing of no more than 450 words. The submission will be read out by an officer of the council.
- Relevant ward members will be contacted in advance of the meeting to ascertain whether they wish to speak on a particular item (and their IT tested in advance).

To save time in the meeting:-

- Any Pecuniary/Prejudicial Interests should be made to Legal/Democratic Services **before the meeting** (these will be passed on to the chairman who will read them out and they will be noted in the minutes)
- Any amendments/comments to the minutes of the previous meeting should be forwarded to Democratic Services **before the meeting**.
- If members have any questions regarding items on the schedule it is recommended that you contact the case officer or the Development Manager **before the meeting**.

During the meeting:-

- As soon as you enter the meeting, you must MUTE your microphone and only unmute when you are speaking.
- Where a member has disclosed a Pecuniary Interest for an item, the host will remove the member from the meeting for the duration of that item.
- You can indicate your wish to speak by holding up the A4 sheet of paper '**Request To Speak**' to your camera.
- When invited to speak by the Chairman, unmute your microphone then state your name before making a comment. Once you have finished speaking, please mute your microphone again.
- Each speaker will be allowed 3 minutes as far as is practical.
- Only speak when invited by the chairman and only one person may speak at any one time.
- When referring to reports or making specific comments, members should refer to the appropriate page number and paragraph so that the public have a clear understanding of what is being discussed.
- When all speakers have been heard, the chairman will ask those present if any other member wishes to speak.
- Voting – the Solicitor will do a roll-call of members of the committee and each member will state their vote – for, against or abstain.
- In the event of connection failure, the Chairman will immediately make a short adjournment of a maximum of 5 minutes. If the member can be reconnected, they can carry on and vote. If the member cannot be reconnected quickly, they will be unable to vote, even if they subsequently manage to re-join the meeting later in the item.
- Please be patient with one another and the chairman of the meeting!

After the meeting:-

- The chairman will close the meeting.
- All members should leave the meeting using the red 'hang up' button.

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