

## **HEWORTH WITHOUT PARISH COUNCIL Remote Meetings - Standing Orders 2020**

### **INTRODUCTION:**

The following Standing Orders are an addendum to the Standing Orders (SOs) for Heworth Without Council to enable the effective management of meetings held remotely due to the Coronavirus pandemic; in all other matters Heworth Without Parish SOs apply.

### **CONVENING**

- a. A remote meeting of the Council or of one of its committees will be convened in accordance with Paragraph 10 of the Local Government Act 1972.
- b. The council will ensure that all non-confidential meeting papers are posted on its website and where possible, on the website of the City of York Council

### **CHAIMAN'S ROLE:**

All meetings shall commence with a statement from the council Chairman, outlining the procedures to be undertaken to hold a lawful and effective remote meeting and will highlight the requirement for all councillors and non-councillors with voting rights to observe the code of conduct adopted by the Council.

### **PRESENT:**

Councillors are deemed present for the purposes of any remote meeting, when they can speak, hear, and be heard (and where practicable see and be seen) by all those in attendance (whether by video conferencing or by telephone).

**All councillors present will be required to state their name prior to the commencement of the meeting.**

### **QUORUM:**

**No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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.

### **VOTING:**

**Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

Members, in attendance visually will raise their hands in front of their faces to indicate a vote, those using the telephone will submit their vote verbally.

The chairman will confirm that response verbally.

The chairman will read out all votes cast once collected.

The minutes will reflect the decision of the council.

### **COUNCIL/COMMITTEE DISCUSSION:**

On each item of business to be transacted, which requires discussion (**where members are joining the meeting by telephone**):

- The rules of debate, as set out in Heworth Council Standing Orders will apply.
- The Chairman will ask each member, in turn, whether he/she wishes to contribute to the discussion.
- After each member has been heard, the Chairman will call for a proposal on the item of business to be transacted, by a member present (member to state their name prior to making the proposal)

**If all members are present visually**; each member wishing to contribute to discussion of an agenda item **MUST** raise their hand in front of their face and wait to be invited to speak by the Chairman [The council clerk will assist the Chairman in noting those wishing to speak]

- Once a proposal is moved, if required, the Chairman will call for that proposal to be seconded by a member present (member to state their name prior to speaking)
- The Chairman will request any amendments to said proposal from each member present, prior to moving to a vote on that proposal.

#### **DECLARATIONS OF INTEREST IN AN ITEM OF BUSINESS TO BE TRANSACTED AT THE MEETING:**

**A councillor or a non-councillor with voting rights 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 his right to participate and vote on that matter.**

Nay members making such a declaration must leave the meeting for a period of 5 minutes; after which time he/she can request to re- join the meeting (host/clerk to admit once matters have been resolved by HWPC)

#### **PUBLIC PARTICIPATION:**

The period of time designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting; a member of the public shall not speak for more than 5 minutes.

The Chairman will ask each member of the public, joining the meeting by telephone, if they wish to contribute to this session.

Members of the public joining the meeting by video link shall physically raise their hand in front of their face - the clerk will make a note of these and they will be invited to speak by the chairman.

#### **EXCLUSION OF THE PRESS AND PUBLIC**

**All meetings of the council and its committees must be available for the press and public to attend (i.e. open to the public).**

**The council or a committee may resolve to exclude the press and public, from a meeting (whether during the whole or part of the proceedings), due to publicity of the matter being prejudicial to the public interest, by reason of the confidential nature of the business to be transacted or for other special reasons.**

- On approval of such a resolution, all such matters for consideration will be transacted at the end of that meeting (i.e. when all other business has been transacted)

- All members of the press and public, whether joining visually or by telephone shall be removed from the meeting by the host/clerk.

**May 2020**