

Virtual Meetings Procedure Rules

The County Council's formal meetings have returned to in-person meetings in physical settings. This means that voting members of the meetings must be present in the room in person. This is not the case for members of the public who have registered their wish to speak at a formal meeting or to present a petition: these can be done in person, but these engagements can also take place virtually where the Council has chosen to enable an online means of attending.

As such, the former Virtual Meetings Procedure Rules have been revoked apart from the following paragraphs relating the arrangements for handling requests from those wishing to speak or present petitions either in person or virtually where this facility is made available. These provisions have been retained in order to enable the Council to manage the use of physical space in the meetings and to enable time to discuss arrangements with potential speakers and petitioners.

1. Petitions and Public Address

Where a meeting is held virtually, members of the public will be able to participate in the following ways.

1.1 Public Speakers

Any person may address via the platform provided the Council, Cabinet or other Council Committee or an item in the agenda for not more than 5 minutes provided that

- (i) notice of the request and the reasons for wishing to address the Council is received by the Proper Officer not later than 9.00 am **four** working days before the meeting; and
- (ii) a written copy of a statement may be provided ahead of the meeting so that it can be read out on the person's behalf in the case of a failure of technology.

This should be no longer than 1 A4 sheet; that is, capable of being read out within the time limit allowed by the Chair for speaking.

1.2 Petitions

Any person (other than a member of the Council) may present a petition at a Council meeting provided that:

- (i) notice of the desire to present the petition and the wording of the petition is given to the Proper Officer not later than 9.00 am **four** working days before the meeting; and

- (ii) the Petition is emailed to the Committee Officer named on the agenda 2 working days prior to the meeting.

When petitions are presented the presenter shall have the right to address the Council for not more than 3 minutes in support of the petition. Where a meeting is held virtually, and the addressee is unable to participate remotely their written submission will be accepted. This should be no longer than 1 A4 sheet. Notification requirements remain the same as set out above.

Appendix 1**Other Provisions**

Rules		Impact/Amendment of Virtual Meeting Procedure Rules
CPR 21	Requirement for a member of the public to leave the room in the event of a public disturbance and for clearance of the room	Leaving the room to include removal from the virtual meeting.