

Draft Principles regarding Thame Town Council virtual for appendix to Standing Orders

- Upon joining a meeting, you should mute your microphone and ensure your video is enabled.
- The Chair will confirm if there are any members of the public present, having been let in from the waiting room, and ask them if they want to speak during the public session.
- The Chair will remind everyone on the meeting to ensure that their microphone is on mute and that their video is enabled (this includes members of the public).
- The Chair may inform all present that the meeting will be recorded by the Council. The public session need not be recorded if anybody wishes to object.
- The Chair will then work through the Agenda supported by the Clerk as required. **The Agenda will be as concise as possible and focus on what is important, where practicable it will avoid items that may require lengthy debate.**
- Papers for the meeting will be posted on the parish council website and emailed to all Councillors with an email address.
- If a Councillor has declared an interest in an item to be discussed they will be asked to leave the meeting at that point and rejoin (goes to the Waiting Room in Zoom)
- In order for a Councillor to make a point regarding an item under discussion they should raise their hand and wait for the Chair to invite them to speak, at which time they should un-mute the microphone and mute it again after they have made their point. If any member has joined by telephone only the Chair will invite them to speak before moving to a proposal.
- When a proposal is required the Chair will ask the meeting and look for a Councillor who has raised their arm, the Chair will invite that Councillor to state their name and the proposal.
- The Chair will then ask for a Councillor to second the proposal and look for a Councillor who has raised their arm. The Chair will state the name of the Councillor who has seconded the proposal.
- The Chair will then ask all Councillors in favour to raise their hand and to keep it raised until he asks them to place it back down. The Chair will ask telephone participants to give their vote audibly. The Chair will confirm the number of Councillors voting in favour.
- The Chair will then repeat for any Councillor not in favour or who wants to abstain.
- Standing Orders will continue to be used to assist with the good management of a meeting.