

HERTFORDSHIRE COUNTY COUNCIL

Virtual Committee Meeting Protocol and Etiquette

This Protocol will apply to all virtual Council meetings held by Hertfordshire County Council.

1. The Council's adopted standing orders will continue to apply to all Council meetings. Agendas will be published as usual; Members will be notified by email and be able to view agenda papers online.
2. It is recommended that Members and officers participating in virtual meetings present themselves as they normally would for a business meeting.
3. Any additional devices with an in-built microphone should be switched off prior to joining the meeting.
4. Please join the meeting via the link sent to you by Democratic Services at least 10 minutes before the meeting time stated on the agenda summons to test your camera and microphone. Please adjust your background where possible by utilising a non-descript background to retain your own confidentiality and to ensure backgrounds are not distracting to others. [If you are struggling with connection turn off your camera feed as this may help your broad band speed].
5. At the start of the meeting please mute your microphone, remembering to turn it back on when you are invited to speak by the Chairman. This will limit background noise and enable those who are speaking to be heard more clearly. You may keep your camera on throughout the meeting if you wish and it is strongly recommended that you have your camera on if and when you speak in a meeting. Officers present at the meeting will follow the same protocol.
6. The Chairman will open the meeting by confirming the Members and Officers present at the meeting, clarifying those entitled to vote where appropriate.
7. The Chairman will go through the agenda in the usual way. Hard copy minutes will be signed by the Chairman once restrictions are lifted.
8. Please use the 'raise hand' function to indicate to the Chairman that you wish to speak. The Chairman will note these requests and call Members to speak in turn.
9. Use of the 'chat' function is restricted to voting only. The chat facility should not be used for indicating to the Chairman that you wish to speak, private conversations or for making other comments because this hampers the voting process. N.b. The Chat column is accessible to the public.
10. Breaks of at least 15 minutes will be held every 2 hours; other breaks, including lunch breaks, will be incorporated as appropriate.