



## Kings Hill Parish Council

# Addendum to Standing Orders

Adopted 29/04/2020

### Amendments to Standing Orders

#### Decisions 29<sup>th</sup> April 2020 - Full Council

#### RESOLUTION 1

FC19/412 It was RESOLVED to approve the following temporary variations to the standing orders:-

- Temporarily suspend Standing Order 3 (e) – (k) until normal business is resumed.
- Add to Standing Order 3 (s) – that a members voting hand shall be in clear view of the camera. The chairman shall confirm the vote by speaking the name of the councillor with his/her hand raised.

#### Standing Orders 3 (e) – (k) – temporary suspended

#### 3. MEETINGS GENERALLY

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chairman of the meeting.*
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.*
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*
- i A person shall raise his hand when requesting to speak and stand*

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*when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.*

- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.*
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.*

## **The following is to be added at 3(s)**

*a members voting hand shall be in clear view of the camera. The chairman shall confirm the vote by speaking the name of the councillor with his/her hand raised.*

## **RESOLUTION 2**

**FC19/407.** It was **RESOLVED** to adopt the following parish council's video conferencing principles:

- All members participating shall be 'mute' until permission is given to speak. This will reduce background noise and distractions.
- Members shall raise their hand in full view of the camera to obtain permission to speak.
- Once given permission to speak the chairman will advise the clerk that the member can be 'unmuted'. Before speaking the member must confirm that they can be heard. The chairman will ask a member to repeat if there are buffering or communication issues.
- Members shall only speak once on a motion, subject to standing order 1(o).
- All members must make sure camera is eye level and members must talk to the camera so that they can be clearly seen.
- All members to make sure room is well lit and wear appropriate clothing.
- All members to ensure that area around the camera is clear and clean, to avoid distractions.
- If a member needs to leave the meeting for any reason, they must indicate to the chairman that they shall be leaving by raising their hand before being given permission to speak.
- If a member has a disclosable pecuniary interest, they shall be placed in the 'meeting room' by the meeting host until the item has been discussed and voted on. It is the member's responsibility to inform the chairman of this at the appropriate time during the meeting.