

Virtual Council Meeting Procedures

1 May – 1 November 2020



Council can hold Council Meetings virtually as authorised under Part 5.3 of the COVID-19 Omnibus (emergency Measures) Act 2020. This authorisation is valid from 1 May 2020 – 1 November 2020.

The Code of Meeting Procedures 2015 is still the governing rules within a formal Council Meeting. These Guidelines provide guidance on how to comply with the Code of Meeting Procedures and the Ministerial Guidelines in relation to virtual meetings.

1. Zoom

Council meetings will be held virtually using Zoom as the electronic platform. Council officers will set up the meeting and provide attendees with the login details. All attendees should be prepared to login 15 minutes prior to the official meeting start time – this allows for the Chair of the Administrators to ensure that everyone is in attendance before the meeting starts.

A Council Officer will be the “Host” of the meeting maintaining the technical operation of the meeting.

2. The Host

The Host of the Zoom meeting is responsible for ensuring the technology for the meeting is managed appropriately. They will take direction from the Chair of the Administrators.

The Host may need to cease a Zoom Meeting or the livestream should any security threat or technical interruption occur.

The Host in will not be responsible for ensuring attendees have mute turned off or on, but can place people on mute if asked to by the Chair of the Administrators.

3. Livestreaming to the Public

Council Meetings will be livestreamed to the public. This will be available through Council's Facebook Page and connects directly with Zoom. Should the livestream drop out for any period of time then the meeting must adjourn, this will be explained below.

The Host will coordinate the livestream and alert the appropriate person if the livestream disconnects or ‘drops out’ during the meeting.

The Zoom chat function is not to be used during the meeting. Even if a chat is sent privately during a Zoom meeting, it becomes part of the recording.

4. Hearing Meetings

Attendees to hearing meetings will be placed into a waiting room. The Host will let the relevant speakers into the meeting, and remove them from the meeting, on the direction of the Chair of the Administrators.

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5. Attendance Requirements (Quorum)

An attendee can only be recorded as present where the attendee can confirm that they meet all three of the following:

1. They can hear proceedings;
2. They can see other members in attendance and can be seen by other members;
3. They can be heard (to speak).

To ensure that an attendee is able to be present throughout the meeting their audio and visual must be working at all times. Should this drop out at any stage then the attendee is considered to have left the meeting and it will be announced by the Chair of the Administrators to enable recording in the minutes.

6. General Attendee Conduct

All normal conduct requirements remain. Attendees should adhere to the Code of Meeting Procedure and all legislative requirements as they would in a normal meeting capacity.

In addition to these requirements, attendees should also ensure that they:

- are located in a place which is appropriate for a Council Meeting:
 - quiet and secure space where confidential discussion can take place;
 - is free from distraction and interruption;
 - the background is appropriate for public viewing (virtual backgrounds will be provided by Council)
- ensure that their internet speed is optimised – location, restricting others in the household from use etc.;
- ensure their microphone is muted when they are not speaking or intending to speak;
- follow all instruction from the Chair of the Administrators – as expected in an ordinary meeting;
- all attendees should change their screen name to reflect their name and formal title (instructions located in General Housekeeping).

7. Conflict of Interest

Should an attendee declare a conflict of interest then the Chair of the Administrators will pause to allow time for that attendee to be placed in the waiting room – a separated holding space where that attendee cannot participate in the main meeting. The Host will place that attendee in the waiting room upon the declaration. The Host will then notify the Chair of the Administrators when the meeting can resume.

The attendee will re-join the meeting at the invitation of the Chair of the Administrators at the end of the matter being heard. The meeting Host will be able to reconnect that attendee.

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The attendee should remain at their screen and muted ready to return to the meeting when the item has been completed.

8. Loss of Livestream to Public

Should the livestream to the public drop out due to technical issues then the Host will announce to the Chair of the Administrators.

The meeting will then be officially adjourned by the Chair of the Administrators for a maximum period of 30 minutes to resolve the technical issues. This will be minuted.

Should the livestream not be able to get back up and running within 30 minutes then the meeting will end and the items will be held over until the next ordinary meeting or an additional meeting called for that purpose.

During adjournment all attendees should remain muted whilst the livestream is attempted to be regained.

Should the livestream be regained then the Host will inform the Chair of the Administrators and then the Chair of the Administrators will restart the meeting.

9. Loss of the Chair of the Administrators Presence

Should the Chair of the Administrator's visual or audio drop out then the Host will notify attendees and the authorised Administrator will adjourn the meeting for a maximum period of 30 minutes to allow for the Chair of the Administrators to re-join the meeting.

The Host at the point of adjournment needs to cease the livestream.

Once the Chair of the Administrators has re-joined the meeting, the meeting is ready to restart. Once the livestream has restarted the Chair of the Administrators can restart the meeting.

Should the Chair of the Administrators not be able to re-join the meeting within the 30 minute adjournment period the meeting will resume under the direction of the authorised Administrator.

The authorised Administrator will indicate to the Host when the meeting will restart and the Host will begin the livestream, then the authorised Administrator will formally restart the meeting.

10. Loss of Administrator Presence

Should an Administrator's visual or audio drop out then the Chair of the Administrators will indicate that the Administrator has left the meeting and when the Administrator re-joins the meeting. This will be formally minuted.

Should two Administrators drop out at once a quorum cannot be maintained. The meeting will be adjourned by the remaining Administrator for a maximum period of 30 minutes to enable the quorum to be obtained.

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The Host at the point of adjournment needs to cease the livestream.

Once a quorum is obtained the Chair of the Administrators will indicate to the Host that the meeting is ready to restart. Once the livestream has restarted the Host will notify the Chair of the Administrators.

Should a quorum not be able to be obtained within 30 minutes then the meeting will end and the items will be held over until the next ordinary meeting or another meeting called for that purpose.

11. Loss of CEO or Presenting Officer

Should the CEO or a presenting officer's visual or audio drop out then it is at the discretion of the Chair of the Administrators as to whether the meeting is adjourned to allow that attendee to re-join.

Should the meeting be adjourned the same process for "Loss of Administrator presence" should be followed.

12. Loss of all attendees

Should a loss of all Administrators or attendees occur, and a quorum is not able to be regained within 30 minutes, then the meeting will be automatically adjourned. The remaining items will be held over until the next ordinary meeting or another meeting called for that purpose.

13. General Housekeeping

All attendees, the Chair of the Administrators, the CEO and Executive Team should have their video turned on.

Any other officers in attendance for an administrative reason should have their video turned off.

All attendees should have their name and formal title as their user name. This is displayed on the screen and therefore will be a part of the livestream. For example, Administrator Noel Harvey or CEO Lucy Roffey.

The following is instructions on how to do this:

1. Click Participants at the bottom of the screen (the participants' panel appears at right)
2. Move the cursor over their own name
3. Click the "More" button
4. Select "Rename"
5. Type the name
6. Click the "Rename" button

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Roles and Responsibilities

Time	Action	Who
Prior to the meeting	Set up the Zoom Meeting details and distribute	Governance
	All attendees to ensure that they have the meeting details and understand how to log in	All attendees
15 minutes prior to the official start time	Log into Zoom meeting to ensure that the attendee can be seen, heard and can see other attendees.	All attendees
2 minutes prior to the official start time	The Chair of the Administrators to communicate to the Host that it is 2 minutes until start time. The Host to prepare livestream. Chair requests all attendees to ensure that their microphones are muted and that they are ready for livestreaming and the meeting to begin.	Chair of the Administrators
Start of the Meeting	Chair of the Administrators to indicate to Host to begin livestream. The Host will confirm the livestream has started. Chair of the Administrators to begin the meeting as normal.	Chair of the Administrators and the Host
Opening Statement	Chair of the Administrators to read opening statement regarding what happens if technical problems cause the ceasing of the meeting (provided by Governance).	Chair of the Administrators
Proceedings	Normal proceedings as per the Agenda. Should an attendee wish to speak, or move or second a motion, they should unmute and raise their hand to indicate to the Chair of the Administrators The Chair of the Administrators will indicate when they can speak.	All attendees.
Loss of Attendee, Chair of the Administrators or Livestream	See above processes.	

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Confidential Items (if applicable)	<p>Chair of the Administrators to close the meeting to the public as per normal process.</p> <p>Host to cease livestream at the completion of Chair of the Administrator's closure.</p> <p>All to remain silent until the Host has confirmed the livestream has ceased.</p>	Chair of the Administrators and the Host
End of Meeting	<p>Chair of the Administrators to close the meeting as per normal process.</p> <p>Host to cease livestream at the completion of Chair of the Administrator's closure.</p> <p>All to remain silent until the Host has confirmed the livestream has ceased.</p>	Chair of the Administrators and the Host