

Rules of A Virtual Meeting for all attendees to the meeting.

(To be displayed within the invitation, waiting room (if available) and agenda)

It is important that members and parishioners are made aware of the following at the beginning of each virtual meeting:

- a) The meeting may be recorded for the purpose of minute taking and will be disposed of within 24 hours.
- b) To have their microphones on mute.
- c) To adhere to the Councils Code of Conduct, General Standing Orders and virtual standing orders (to be agreed as the first item of business at the first virtual meeting)
- d) Only unmute when you have been invited in to speak.
- e) Speak clearly and look into the camera.
- f) Turn phones to silent.
- g) Be aware of time lags and allow time for participants to respond.
- h) Introduce themselves when raising a point.
- i) Respond to the Chair when their name is called.
- j) Be aware of your background (what others can see behind you when you are on screen i.e. valuables, photos, sounds)