Taking Part in a Stroud Town Council Zoom Meeting

Contents

Preparing for Zoom meetings

Please [download the Zoom app](#) to your laptop, computer or other device.

Select either **Zoom Client for Meetings** or the appropriate alternative for Mobiles or iPhone/iPad
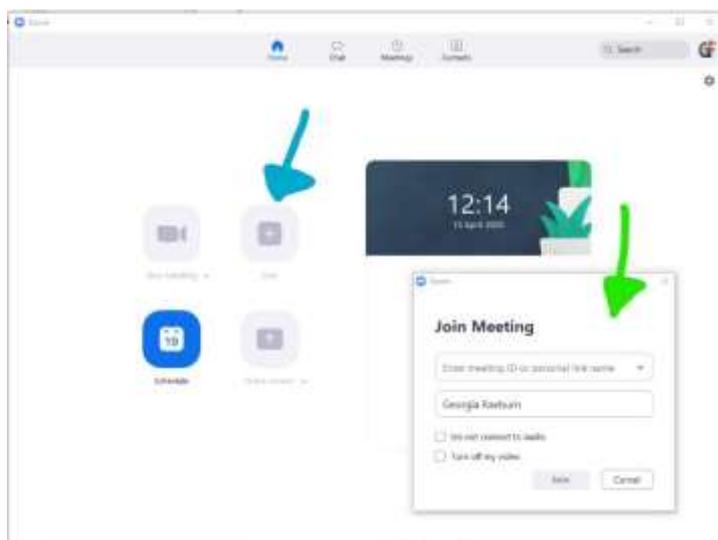
The screenshots below are from a the Zoom desktop App – these may look different on Mobiles or iPhone/iPad
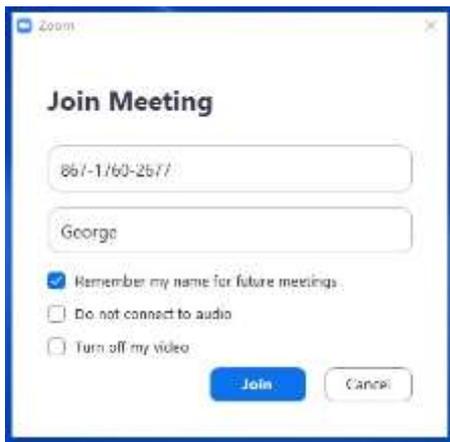
Join a Zoom meeting

Follow the link provided by email/on the agenda. You should then see the screen below. Click the button to 'open Zoom'
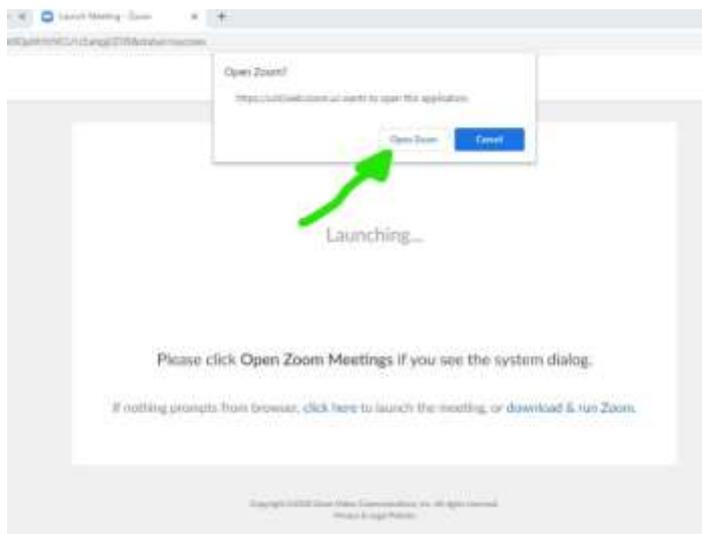
Open the Zoom desktop app and click 'join' (blue arrow) and then enter the meeting details (green arrow)

When prompted enter your name. (Please note that whatever you enter here will be visible on screen.)

For councillors, please make sure that your audio and video are connected.

Members of the public will need audio as a minimum and whilst video is preferred, it is optional.

You will then be prompted to enter the meeting password which can be found on the agenda, Council's website or circulated by email. Enter this and click to 'join meeting'.

Once in the desktop app, if the meeting has not yet started, you may see this below. If you wait, the host of the meeting just needs to start the meeting.
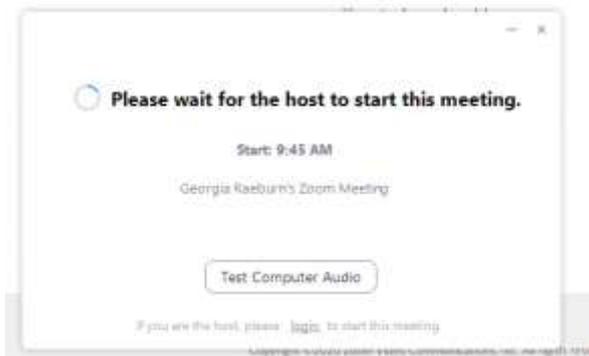
Once the host starts the meeting, you will see the pop up below. Click the button to 'join with video'.
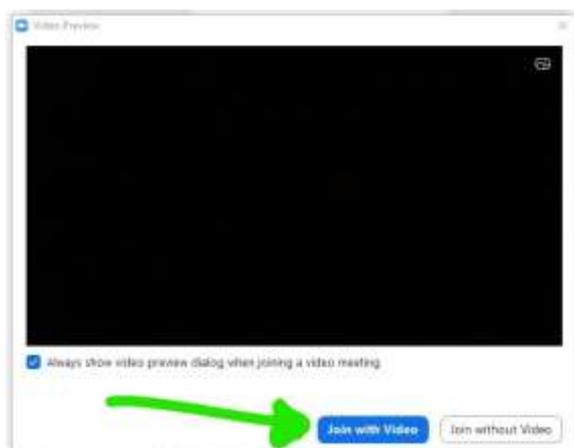
You will then join the 'waiting room' please wait and the host will let you in to the meeting.

Once admitted you will see the screen below. Click to 'join with computer audio'.

Settings
Screen View
Once in, you will see all participants in the meeting so far. More participants may join and the screens will get smaller/move arou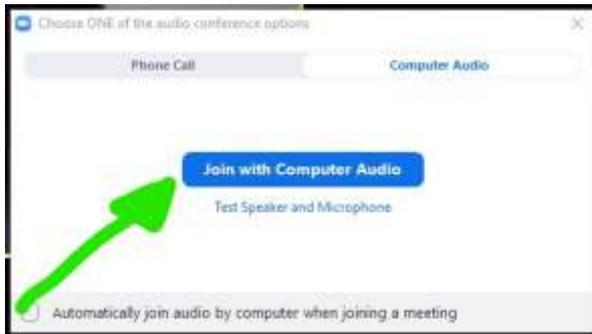nd to accommodate this. If you can just see one big person and the rest are fitted around, you are on 'speaker view' change this by pressing where the blue arrow shows below; try out 'gallery view' and see which you prefer!

Mute / Unmute
Check to see if you are muted (where the green arrow is):

> If it says 'unmute' with a red line this means you are muted and can't be heard
> If it says 'mute' you can be heard

Please remain muted until you are invited to speak – this prevents too much background noise and will make it easier for everyone to hear the speaker.

Technical Run Through – Chat Function
We will go through the meeting at the start to make sure everyone can hear and see and be heard and seen. If you have any problems with the audio and can't hear/be heard, we can use the 'chat' function to try to resolve this.

Click on 'chat' as per the green arrow below. Type your issue where the purple arrow is and hit 'enter'. It will then appear where the blue arrow is. The host will respond to try and help.
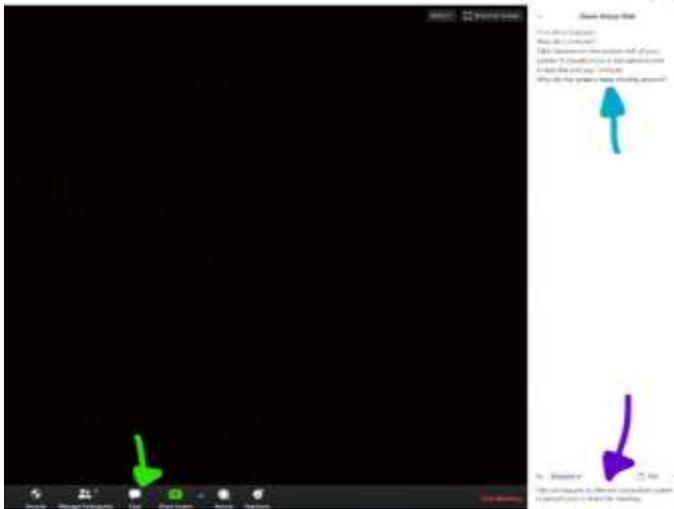
Once everyone is up and running, the Chair will read a statement explaining how the meeting will be managed using Zoom.

In all other regards the meeting will be conducted in the usual manner; going through the agenda. The Host (an officer) will monitor the IT/technical side of the meeting.

Participation

Please remember to keep yourself on mute unless you are speaking (save for the Chair and host, who will need to be able to speak freely). It is imperative that all participants are able to clearly hear the speakers without lots of background noise.

Public Participation

The Chair will introduce public participation and invite any members of the public wishing to speak to raise their hands clearly in the video.

i.   The host will note down those wishing to speak (using the name/id shown by the person's screen).

ii.   The host will inform the Chair in turn who is next to participate.

iii.   Once at the end of the list, the Chair will check if any other members of the public were wishing to speak.

iv.   The Chair, or an officer and other councillor if invited to do so, will respond where relevant to the member of public.

v.   The public statement and any response will be recorded for the minutes in the usual manner.

vi.   If a member of public does not have video feed, when the Chair is asking who would like to participate, the member of public should unmute themselves and state their name and that they wish to speak. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

Councillor Discussion/Participation

To try and prevent councillors from speaking over each other, it is encouraged that councillors keep their video/audio 'muted' until invited to speak by the Chair.

i.   Councillors wishing to speak should raise their hand clearly in the video (as above) and the host will note the hands raised. All hands then go down, when prompted.

ii.   The host will inform the Chair who is to speak, and the Chair will invite that councillor.

iii.   The councillor speaking first should 'unmute' themselves and make their statement; then 'mute' their video/audio again.

iv.   The Chair will either respond or ask an officer to reply, where necessary.

v.   The Chair will then ask if any other councillors are wishing to respond to the councillor's statement by show of hands. The host will note the hands raised and prompt the Chair as to who to invite to speak.

vi.   Then follow the above steps ii-iv and work through the list of councillors wishing to respond.

vii.   Then return to the list of councillors who had originally wanted to speak and follow the above steps again.

viii.   If councillors do not have video feed, when the Chair is asking which councillors would like to speak or respond to another councillor's statement, the councillor should unmute themselves and state their name. They will be noted down in the list by the host and they will be invited to participate at the relevant stage by the Chair.

This may feel over the top but is trying to ensure that all councillors have a fair chance to partake in discussions. Hopefully when we are all more accustomed to this way of 'meeting', this will all become more second nature.

Voting

The Chair or an officer will clearly read out what it is that is being voted on, in the usual manner. Councillors will vote by making a clear show of hands.

If not all members are able to attend with video the Chair my either:

- use the Zoom voting buttons

or

- read through councillor's names asking for their vote, whether 'for', 'against' or 'abstain'.

The host will confirm verbally whether or not the resolution was carried.

Please note, this does not mean they are recorded votes and individual votes will not be shown in the minutes; a councillor would still have to specifically request a recorded vote if one was wanted.

Leaving the Meeting
To leave the meeting, you can click on the 'leave meeting' in red text at the bottom right hand of the screen. You will be prompted to confirm you want to leave.

If you leave by accident, please follow the above steps in section 2 to re-join the meeting.

Exclusion of Press & Public
If parts of the agenda are confidential and a resolution is expected to be passed to exclude the press and the public, these items will be placed at the end of the agenda. The main Zoom meeting will be closed before the confidential item begins and a new closed meeting will commence. A separate meeting invitation will be sent only to Councillors and Council staff required to attend, with a different meeting ID and password that is not shared with the public. A note will be included on the agenda to explain this.

Declarations of Interest
If a councillor has declared an interest in an item on the agenda and are required under the Council's Code of Conduct to leave the meeting for that item, they should leave the meeting as described above, but keep their Zoom desktop app open. The host will then 'invite' them to return once the item has concluded.

When invited to return, a pop up will appear that the councillor should then 'accept' and they will re-join the meeting.

Minutes
Minutes will be taken in the normal way and agreed at the next meeting and then retrospectively signed at the next face-to-face meeting. Meetings will not be recorded by audio or video.

Acknowledgements
These instructions are largely based on a document created by Seaford Town Council. We would like to thank their officers for sharing their hard work with us.