

Hullbridge Parish Council

The following etiquette code has been adopted by the Parish Council in respect of Zoom/Microsoft Team meetings to ensure the smooth running of the meeting.

Video Conferencing Etiquette

Remember A, B, C.

A – Accuracy, think about what you wish to say and make sure it is accurate

B – Brevity, keep your comments to the point and as brief as you can

C – Clarity, be clear in what you say, avoid drifting ‘off subject’ or jumping forwards or backwards on the agenda

Otherwise:

1. Please be on time – don't be late.
2. Ensure your technology works:
 - a. Phone – strong signal and no interference.
 - b. Computer – camera uncovered, check speakers work and check microphone works. If you do not have a microphone or camera then you can plug in headphones.
3. Ideally position yourself in a quiet room without distractions.
4. Have the right amount of light.
5. Frame the camera correctly.
6. Wear meeting-appropriate clothing.
7. Respect Council confidentiality – If a closed Council meeting or there is a private & confidential agenda item then please ensure that there is no other person with you or having access to the call.
8. Announce yourself when you join the meeting and either confirm you are alone or advise the names of any people who are present with you (see 7 above).
9. Look into the camera.

10. Speak clearly, concisely, and with sufficient volume so that all participants can hear you.

Cont: Etiquette Code

11. Introduce yourself every time you speak as the minute taker will need to understand who is talking.

12. Be prepared for the meeting, i.e. read the papers in advance and have your notes ready to hand.

13. Pay attention, it is easy to get distracted by external events such as e-mails, text messages etc.

14. Stick to the agenda – if you find yourself straying from the subject matter, stop and please get to the point.

15. Mute yourself when you are not speaking as it prevents background noise from disturbing or interfering with the meeting.

16. Be patient and wait your turn to speak. Do not speak over other Members or the Clerk.

17. Be pleasant as politeness goes a long way.

18. Remember to say when you are leaving the meeting.

Please note that a breach in Council confidentiality, the etiquette code or Parish Council Policy could constitute a serious misconduct, and may result in disciplinary action under the Parish Council Procedures.