



Bury Council Virtual Meetings Protocol

Introduction

Participating in a virtual rather than face to face meetings can be easy and straight forward, but they do require participants to comply with certain 'rules of etiquette' before, during and after meetings.

This Protocol sets out the rules Bury Council expects participants in meetings conducted using Microsoft Team or other virtual technology, to comply with.

Before the Meeting

Before the day of the meeting ensure you have the following;

- Equipment – computer, laptop, tablet, phone, head set
- Equipment is fully charged
- Checked your microphone and camera are working
- The ability to access the virtual software and have downloaded it as required, e.g. Microsoft Teams
- Accepted meeting requests
- The agenda and other documentation required for the meeting – electronically or hard copy
- A quiet place to participate in the meeting without being disturbed.

On the Day of the Meeting

On the day of the meeting, as well as double checking the above and the time of the meeting, you must;

- Set up in a quiet place
- Make sure there is no light/window behind you
- If using a tablet or phone, ensure it is stood securely and not moving around
- Advise others around you that you are entering a meeting
- Make sure you have everything you need, a drink, notepad, pen,
- Dress appropriately for the meeting
- Enter the meeting 5 minutes early to ensure your camera/microphone is working and that you can be seen and heard (if using Microsoft Teams click on Join Microsoft Teams Meeting)
- Make sure your camera is at eye level so your face can be fully seen

- When joining, if asked, enter your first and second Name and title if you wish, set an appropriate/neutral background for the meeting and click 'join now'
- Ensure that the Chair and officers from Democratic Services/Legal have noted your attendance

During the Meeting

Whilst the meeting progresses you must;

- Remember you are visible at all times
- Mute your microphone at all times when you are not speaking
- Use the 'chat' facility if one is available to notify the Chair you wish to speak
- Wait for the Chair to invite you to speak
- Do not talk over other people
- If you have technical problems, leave the meeting and try to return. If you are unable to do so, try an alternative method and/or telephone/dial-in

After the Meeting

When the meeting ends;

- Leave the meeting clicking on the red button
- Close down the application
- Ensure any documentation from the meeting is securely stored or destroyed