

24.Procedure Rules for Virtual Meetings

24.1 The [Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#) make provision for remote or virtual attendance at all Transport for the North Board and Committee meetings to be held on or before 7 May 2021.

24.2 The Regulations enable meetings to be held without the members being physically present in one place and enables meetings to be held at a virtual location through any form of digital communications provided Members are able to hear and be heard (and, where possible, see and be seen) by other Members and members of the public attending the meeting remotely.

24.3 The Procedure Rules in Part 5 of the Constitution apply to virtual meetings in the same way as they do to other meetings of the Transport for the North Board and Committees except that in the case of any conflict, this Procedure Rule shall take precedence over other Procedure Rules in relation to the governance of Virtual Meetings.

Process

24.4 Transport for the North facilitates remote attendance and access to its meetings through the medium of Microsoft Teams, which enables the following to take place:

- (a) Contributions to be received from people using a wide variety of devices, not all of whom are on the council network.
- (b) Being accessible to both participants and members of the public who are not taking an active role but just observing.
- (c) Presentations and documents (maps, plans, etc) to be displayed.

24.5 Before a meeting, any document to be referred to during the meeting should be shared with participants and the Agenda for the meeting shall be published 5 clear days in advance of the meeting on Transport for the North's website,

24.6 All Members and other participants in the meeting are asked to observe the following procedural rules:

- (a) Join the meeting promptly to avoid unnecessary interruptions;
- (b) Mute microphones when not speaking;
- (c) Indicate a wish to speak by using the chat function;
- (d) Only speak when invited to by the Chair;
- (e) Anyone speaking should state their name before making a comment;
- (f) Anyone speaking should turn on their video camera if possible;
- (g) If referring to a specific page or slide, mention the page or slide number.

24.7 The Chair and the meeting administrator may:

- (a) Switch on each active participant's microphone when they are invited to speak and switch them off afterwards.

- (b) Mute someone speaking at any time.
- (c) Mute everyone speaking except themselves at any time.
- (d) Allocate different levels of access to people logging in (based on upon whether they are a Member, an officer or a member of the public
- (e) If the meeting resolves to go into private session, the committee administrator will take down the live feed content from the public and just display a holding slide so that Members may continue to hold the meeting on Teams in private. The live stream can then be resumed when needed if the meeting resolves to go back into public session.

Voting

24.8 The Procedure Rules relating to voting will continue to apply.

24.9 To record a vote , the Monitoring Officer or another officer present, will perform a roll-call of all Members and ask them to state their voting intention (For, Against or Abstain). The weighted votes will then be recorded and calculated. At the conclusion of the voting the Chair shall announce the numbers of votes cast for, against and abstentions and the percentages of votes cast for each and announce whether the motion has been passed or not.

Access to information

24.10 The requirement to ensure meetings are open to the public now allows access by remote means, including video conferencing, live webcast and live interactive streaming. Where a meeting is accessible to the public through such remote means, the meeting is considered to be open to the public whether or not members of the public are able to attend the meeting in person.

24.11 The existing requirements for Transport for the North to ensure publication, posting or making available a document for inspection at its offices can now be met by publication on Transport for the North's website.