

## **County Council meetings held remotely during the Covid-19 Pandemic**

### **Public questions or statements – a guide for members of the public**

This guide is for members of the public who wish to put a question or statement to a meeting of the County Council which is being held remotely during the Covid-19 pandemic.

It should be read in conjunction with the user guide on Viewing a Remote Meeting of the County Council.

#### **Public questions or statements**

Agendas and papers for council meetings can be found at <https://democracy.northyorks.gov.uk/>

Where the public are invited to do so on a committee meeting agenda that has been published on the County Council website, public statements or questions must be submitted to the named supporting officer at least three working days in advance of the meeting. Contact details for the supporting officer can be found at the bottom of the agenda sheet.

If the Chair agrees that the question or statement can be taken, you will be contacted in advance of the meeting by the supporting officer to offer you the option to put your question or statement directly to the committee during the remote meeting. For example, this may be by phone or by joining the remote meeting using video conferencing platforms, such as Skype for Business, Microsoft Teams and others.

Alternatively, you may choose for the supporting officer to read out your question.

Should you wish to address the meeting yourself, arrangements will be made with you via the committee's supporting officer. They will contact you in advance of the meeting.

If you opt to join the meeting via video conferencing, the supporting officer will send you an appointment and arrange for you to be brought into the live proceedings at the appropriate point on the agenda. When you are invited by the Chair to speak, you may choose for your camera to be turned off, if you wish, by clicking on the camera icon on the toolbar towards the bottom of the screen.



Please be aware that as the live meeting is being recorded, so will your participation in the event also be recorded, if you choose to speak directly to the meeting.

Please be aware also that normal committee rules regarding length of time given to put questions/statements and regarding appropriate conduct apply in a remote meeting as they would in a face-to-face meeting.

The County Council reserves the right to remove a member of the public from the remote meeting, should their conduct be considered by Chair to be defamatory or offensive.

Supplementary questions are permissible. Once your questions/statements have been responded to the supporting officer will arrange for you to leave the live broadcast. You will be able to continue viewing the remainder of the proceedings by going to **[www.northyorks.gov.uk/livemeetings](http://www.northyorks.gov.uk/livemeetings)**

### **Technical issues experienced during the meeting**

An officer will check that the live feed to the public from the meeting is fully functional throughout. The County Council is unable to assist members of the public who are experiencing technical issues when viewing or participating in the meeting due to their broadband connection for example, and similarly cannot accept liability for technical failures occurring during the live event as a result of technical difficulties encountered in respect of the member of the public's own connection failure.

The meeting will be recorded and this will be made available on the County Council's website at **[www.northyorks.gov.uk/livemeetings](http://www.northyorks.gov.uk/livemeetings)**

In the event of technical issues being encountered by committee members which causes them to leave the meeting, the Chair may take a decision to adjourn the meeting; generally for no more than 15 minutes. If issues persist then the Chair may decide to adjourn to a different date.