**PEACEHAVEN TOWN COUNCIL**

**CODE OF CONDUCT FOR ON-LINE MEETINGS**

General:-

1. Remember that it is essential to portray a professional image as a representative of the Council.
2. Dress and appearance must be appropriate and no different to when attending physical meeting.
3. Conduct and speech must also be appropriate and no different to when attending physical meeting. Be particularly careful of what is said in the on-line ‘meeting room’ before the meeting starts.
4. Eating food during an on-line meeting is not suitable.

Here are some tips and ground rules for our Zoom meetings:-

1. When you connect to the zoom meeting, you will find yourself in the waiting room and will be admitted by the host. This is to keep out undesirable “Zoom bombers”.
2. Before you start, test that your microphone and speakers are working. You can do this by clicking the arrow next to the mute button and choosing Test speakers and microphone. The microphone icon will also light up green when you are speaking.
3. You can turn on or off your camera as required by pressing or clicking the Video icon.
4. When the meeting starts, please mute your microphone. Only unmute it when invited to speak by the chair. Click or press the Mute icon.
5. **If possible, u**se a headset with a microphone for clarity. If you turn away from your microphone, your voice will be lost.
6. Lighting should be positioned to the front or side of you, not behind you.
7. Look directly at the webcam, not your screen, when you’re talking.
8. Don’t use a Zoom virtual background unless you have a green screen. Use simple backgrounds, and make sure clutter is minimized or it will be distracting.
9. Put your name in the Chat Box if you wish to speak. Check the “chat” feature regularly. Press the Chat Icon at the bottom of the screen to open the chat window.
10. Use ‘gallery view’ when you have a smaller number of attendees. You can find Gallery’ or ‘Speaker’ view at the top right-hand corner of your screen.
11. Shorten your content – less is more! Reduce your proposed report/discussion content by at least 40-50%.
12. Plan for discussion – people need to talk, especially these days of social isolation. A good discussion question will take 3-5 minutes for people to respond.
13. Share your screen when appropriate.
14. Voting can be by a show of hands and by using the ‘thumbs-up’ Zoom icon. Please bear with the Clerk as he checks on the voting. Click on the Reactions Icon to find these options.
15. If you have a conflict of interest and need to leave the meeting temporarily, you will be transferred to the waiting room and allowed back in when the agenda item is complete.
16. If you need to leave the meeting early, please add a comment in the chat box.
17. As with all Council meetings, the meeting will be recorded, and members of the public will be allowed to attend and ask questions at Public Question Time.
18. Zoom is changing quite rapidly in response to security concerns so you may be asked to update zoom if you have not used it for a few days when you start it. Follow the on-screen instructions.