



Public Participation at a Virtual Meeting of Pirbright Parish Council

Pirbright Parish Council welcomes public participation at virtual Meetings. The Council are using Microsoft TEAMS for this purpose. You can express your views directly to the Councillors at Meetings by speaking or asking a question at the full Council Meeting.

You may address or ask a question during the Public Forum on any item on the public Agenda for a particular Meeting, and you will be allowed up to three minutes in which to do this.

You will be invited to speak by the Chairman. When this occurs please state your name, address, daytime telephone number and the item on which you would like to speak or ask your question (together with the question).

There are a maximum of three speakers allowed for each Agenda item and the speakers are taken in the order in which they are admitted by the Host into the Virtual Meeting.

AT THE MEETING

Please ensure that you have downloaded Microsoft TEAMS prior to the start time of the Meeting so that the Clerk may note your attendance, admit you to the virtual Meeting and go through the procedures with you.

- You will be invited to speak for up to three minutes at the beginning of the Agenda item, before the councillors discuss the matter.
- You must declare any current or prospective financial or personal interest that you may have in the subject.

Once you have made your speech, the councillors may ask you questions about your statement. Thereafter you may not take part in further debate and you will be muted by the Meeting Host. You are welcome to stay for the entirety of the Meeting or depart at any time.

DISORDERLY CONDUCT

To keep Meetings orderly:

- The Meeting must be addressed through the Chairman.
- No member of the public shall persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- If, in the opinion of the Chairman, a member of the public has broken the provisions of the paragraph above of this order, the Chairman shall express that opinion to the Council and thereafter any other member may move that the named member no longer be heard or that that the member named should leave the virtual Meeting. The motion, if seconded, shall be put forthwith and without discussion.
- If either of the motions mentioned above is disobeyed, the Chairman may suspend the Meeting or take such further steps as may reasonably be necessary to enforce them. If a member of the public interrupts the proceedings at any Meeting the Chairman may, after warning, order that he/she be removed from the Meeting and he/she will be disconnected from the virtual Meeting by the Meeting Host.
- The ruling of the Chairman must be accepted without discussion on a point or order or on the admissibility of a personal explanation.