

## *Keeping Sunart a great place to live, work and visit.*

### **Code of Conduct for Virtual Meetings of the Sunart Community Council**

#### **For Quick Reference, please:**

- Contact the meeting organiser in advance to request Login details.
- If you're not on the list you may not be admitted.
- Please mute your microphone unless asked to speak
- Please identify yourself on entering the meeting by switching camera on (if you have one).
- Please amend your screen name to show your name (host can help you do this.)
- Remember the meeting may be being recorded, please remain respectful of all parties.
- By joining the meeting you are accepting this code of conduct.

Zoom is the virtual meeting application preferred by Sunart Community Council (SCC) for hosting remote / virtual meetings. It has functionality for whiteboarding, screen sharing, recording, HD video and audio, and remote screen control features and members of the public do not need to have an account to join a Zoom meeting.

Users will find most functionality if using a laptop or desktop (e.g. if the Secretary or Chair shares a document on the screen), although tablets or phones enable participation.

### **Digital Meetings - Code of Conduct for Participants**

The Code of Conduct for Community Councillors is based largely on the Code of Conduct for Local Authority Councillors and relevant public bodies as provided for in The Ethical

Standards in Public Life etc (Scotland) Act 2000. Community Councillors, as elected representatives of their communities, have a responsibility to make sure that they are familiar with, and that their actions comply with, the principles set out in the Code of Conduct. These principles are as follows:

- Service to the Community (Public Service)
- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect

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Accordingly all members of the public participating in Community Council meetings are asked to abide by the following 'Digital Code' to enable the smooth running of a digital meeting. Where members of the public choose to disregard this code, the Chair will request that they change their behaviour or risk having their microphone being muted or being removed from the digital meeting altogether. Thank you for agreeing to this.

As the Sunart Community Council nor the Highland Council cannot guarantee that third parties may be recording the digital meeting by remote device, all participants are considered to have accepted that the meeting may be recorded and possibly shared on other digital platforms. If the Chair considers that the meeting (or any part of it) should be recorded by the community council, participants will be clearly notified within the meeting.<sup>i</sup>

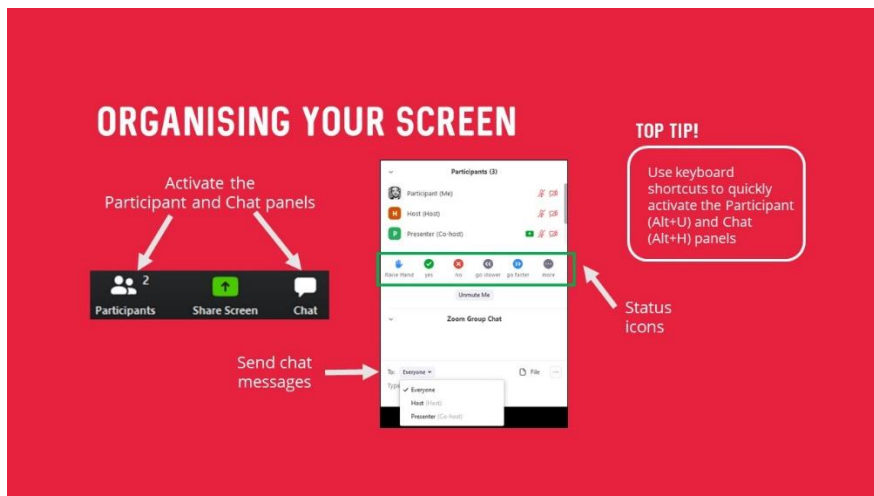
***By accepting the Zoom invitation and participating in the Community Council meeting, all attendees are, by default agreeing to abide by the following code, and accept that the meeting (or part of it) may be recorded for possible dissemination by third parties:***

- a) **Respect** – while it is acceptable to disagree with other attendees, please remain respectful, use moderate language and allow others their turn to speak.
- b) **Respect the Chair** – the Chair is tasked with completing the Agenda items, whilst also allowing participants to express their views, ask questions and drawing discussions to a close in a timely manner. Having made your point or asked your questions you are asked to respect the chairs' role in facilitating discussion and allow others to be heard.
- c) **Request to Join** - You must email the Secretary with your intention to join the meeting, and you will then be sent login details. By participating in the meeting, you are automatically agreeing to abide by this Code of Conduct for Digital Meetings. Your name will be added to the **List of Attendees** when we receive your request. This enables the Secretary to monitor the likely number of attendees, as any more than 20 (the maximum number of faces on the screen) may require the "Participants" function to be monitored separately to ensure those who wish to speak are brought to the attention of the Chair.
- d) **Meeting Host** - The meeting will be administered by the Meeting Host – normally one of the community councillors. During the meeting they may need to send you a message in the 'Chatbox' or ask you to do something – or not do something!
- e) **Waiting Room Enabled Meeting** - The "Waiting Room" function will be enabled for all Meetings, and the "Host" (normally the Secretary or allocated Zoom Meeting Host) will 'Admit' you to the meeting as you will be registered on the **Attendees List**.
- f) **List of Attendees** - Members of the Public who have not previously registered their wish to join, but who enter the Waiting Room will only be admitted at the discretion of the Zoom Host and/or the Community Councillors present.
- g) **Name Yourself** - As with a face to face meeting – no participant can attend 'incognito' therefore anonymous attendees may not be admitted. For the safety and security of all attendees, you will be asked to be ready to confirm your identity by a message from the

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Meeting Host. If possible, before entering the Zoom Waiting Room please ensure your Name and Surname is registered on the device or Zoom App you are using. (It may show up as for example 'Samsung Laptop' or "Janet or Johns iPhone" which will need to be changed.) If your full name is not shown, please ensure your name is displayed upon entering the meeting room. You may be asked to switch on your video to confirm your identity. (The Meeting Host will help you change your name on screen). This will enable the Chair and Secretary to use your name during the meeting.

- h) **Mute Your Microphone – Unmute to Speak** - Please ensure that your mute microphone button (bottom left-hand corner of your Zoom window – or top right of your personal Zoom display window) is set to 'mute. (Has a red line through it). 'Unmute' it only when the Chair of the meeting has invited you to speak. (This can be done by pressing the 'Space Bar' on your keyboard, or clicking the microphone icon on the screen which removes the red line.) Pressing again mutes your microphone.
- i) **Raise Your Hand to Speak** - If you wish to speak please, raise – or wave – a hand. If you suspect the Chair or Meeting Host has not noticed you, click on the 'Participants' button on your Zoom window icons. Then look at the bottom of the Participants window and click on 'Raise hand'. (In some versions of Zoom the "Raise Hand" function is also located in the "Reactions" box.) This will result in a small 'hand' shape appearing next to your name in the Participants window. (Don't forget to click 'lower hand' after you have spoken.)



- j) **Chatbox** – In some meetings the 'Chatbox' may be enabled. This will allow you to type messages to the whole group or to selected attendees. It will also allow you to type questions for the Chair to address to the Community Council.
- k) **Any Other Business** - this is usually handled towards the end of the Agenda. However, we ask you to please explain the nature of your item to the Chair at the start of the meeting, to allow adequate time to allocated.
- l) **Leaving the Meeting** – You may do so at any time by clicking the red "Leave Meeting" on your screen. If you leave by mistake or due to signal failure, you must log back in using the original link and password and wait in the Waiting Room to be re-admitted by the Meeting

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Host. (Sometimes if your signal is weak you may appear to have left but Zoom may automatically bring you back into the room if the connection is still intact.)

- m) **Bandwidth** – occasionally your screen may become pixelated or fellow attendees may complain they cannot hear you. It may help to turn your screen off - click the Video Off icon for a few minutes.
- n) **Disruption** – If you or any attendee accompanying you on your Zoom link has clearly joined the meeting solely to disrupt you may be removed immediately, or placed into the “Waiting Room”. In other cases, an participant may be “muted” by the Zoom Host and will be asked to modify their behaviour by the Chair.
- o) **Recording** – As participants have not formally given their consent, recording of community council meetings by a third party is prohibited. In the event that the community council wishes to record the meeting it will notify all participants. Anyone who does not wish to be recorded is free to turn off their screen or leave the meeting.

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<sup>i</sup> When the Community Council is officially recording the meeting, Zoom will show a red button illuminated in the top of your screen.