

APPENDIX 103 – STANDING ORDERS – SECTION 12 – 11 OCTOBER 2019

Effective date: Immediate

Key: ~~deleted text~~ **new text**

12. Electronic Media

12.1. Use of Electronic Media, i.e. email, conference calls or similar methods of communication, may be used by members as alternative to face to face meetings.

12.2. Emails circulated within a group should be sent only to the chairman, secretary or other specifically nominated person, who will then email all members. Individual members shall not send circular emails to all other members but this does not preclude members sending emails to a limited number of members for discussion purposes on a particular issue they may be considering in preparation for a meeting, or in connection with a task agreed at a previous meeting.

12.3. The contemporaneous linking together by telephone or other means of audio communication of a number of members, not less than the quorum, shall be deemed to constitute a meeting, and all the provisions in these rules as to the conduct of meetings shall apply to such meetings.

Each of the members taking part in the meeting must be able to hear each of the other members taking part. At the commencement of the meeting each member must acknowledge his presence and that he accepts that the conversation shall be deemed to be a meeting of that relevant Council, Commission, Committee or Group. A member may not cease to take part in the meeting by disconnecting his telephone or other means of communication unless he has previously obtained the express consent of the chairman of the meeting, and a member shall be conclusively presumed to have been present and to have formed part of the quorum at all times during the meeting unless he has previously obtained the express consent of the chairman of the meeting to leave the meeting as aforesaid. A minute of the proceedings at such meeting by telephone or other means of communication shall be sufficient evidence of such proceedings and of the observance of all necessary formalities if certified as a correct minute by the chairman of the meeting.