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## **Videoconferencing Guidelines for Hunter JO Board Meetings**

In line with Office of Local Government advice and COVID-19 restrictions, videoconferencing options are being provided for Hunter JO Board Meetings, both to members and to the public.

Hunter JO Board Meeting protocol is set by the Hunter JO Code of Meeting Practice; these guidelines outline how business within meetings is to be conducted over videoconferencing and should be read in conjunction with the Hunter JO Code of Meeting Practice.

### **Logging in**

- The Hunter JO uses GoToMeetings for videoconferencing and access details are provided in the meeting calendar invite and the cover page of the Agenda Papers.
- When logging in, please use the following format for your display name: 'Title Surname – Council/Organisation.'
- You may be required to wait in the 'lobby' of the virtual meeting until the Secretariat opens the meeting to the public at the publicised start time.

### **Starting the Meeting**

- The Chairperson will start the meeting at the publicised time.
- At the beginning of the meeting the Chairperson will ask each voting & non-voting representative to identify themselves verbally. This will allow the attendees to be recorded by the Secretariat at the start of the meeting.
- All members of the public should ensure that their microphones are muted during the course of the meeting

### **In-Meeting Protocol**

- Please leave your camera on for the duration of the meeting if possible
- Please mute your microphone when not speaking in the meeting, to minimise background noise or feedback.
- Some agenda items may be closed to the public, as per Item 11 in the Hunter JO Code of Meeting Practice. In this circumstance members of the public will be asked to log out of the meeting for the duration of any confidential items. Where possible the Chairperson will move any closed items to the end of the agenda, to be covered after members of the public have left the meeting.
- Recording of any Hunter JO Board Meetings is not permitted by members of the public, under Item 12 of the Hunter JO Code of Meeting Practice.