

Renfrewshire Council Joint Negotiating Committee for Teaching Staff - Procedures for Remote Meetings

Anyone attending a meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff, where access to the meeting is through skype, must follow some basic rules to allow the meeting to proceed efficiently:

- **Could you all begin by turning your microphones to mute.**
- **Only have your microphone unmuted if you have been invited to speak or you wish to attract the Chair's attention.**
- **Because not everyone will be immediately visible to the Chair, if you wish to speak could you either indicate by typing the letter "Q" in the instant messaging facility or by stating your name clearly through the microphone. Your wish to speak will be noted and you should wait to be invited to speak by the Chair.**
- **In respect of the Minute, each member of the Board will be asked individually whether they can agree the minute or raise any issue they may have.**
- **In respect of each other item the relevant officer will be invited by the Chair to speak to that item. Each member will be asked individually to indicate whether they can approve the item or if they wish to make a comment or ask a question. If another member or an officer is able to deal with the query, they will be asked to speak.**