

### **PURPOSE:**

To provide guidelines for the conduct of meetings of Delta Council, and its Council Committees, by teleconferencing.

A meeting held by teleconferencing for the purposes of this protocol is a meeting conducted pursuant to the provisions of Section 128 of the *Community Charter* and Section 3.17 of the Council Procedure Bylaw 5000, 2000, as amended from time to time.

### **PROTOCOL:**

1. Each member must have received, and/or have access to by electronic means, the agenda and supporting information, if provided, to be considered at the meeting; and be provided instructions how to connect to and participate in the meeting by teleconferencing.
2. A meeting held by teleconferencing must be conducted such that:
  - a. Each member can clearly hear all other members and the proceedings of the meeting;
  - b. All persons permitted to attend the meeting at the designated location can clearly hear all members and the proceedings of the meeting;
3. While participating in a meeting conducted by teleconferencing, a member must abide by the provisions of the Council Procedure Bylaw 5000, 2000, as amended from time to time. In addition, the member must clearly identify his/her name when joining or departing the meeting, prior to speaking and when casting a vote on a question;
4. The Presiding Officer, Municipal Clerk, or other designated municipal officer, shall:
  - a. Advise members when first joining the meeting the names of other members in attendance, either in person or by teleconferencing;
  - b. Repeat the results of the vote, including the names of members voting in favour and opposition, immediately following the vote.