

Guide for online precinct meetings

To help our community continue to connect during COVID-19, Randwick City Council is working with local Precincts to host online precinct meetings via Zoom.

To join an online precinct meeting, register using the meeting URL provided by the Precinct prior to the scheduled meeting.

Meeting roles

- Chairperson: Guide and control the meeting, decide the order of speakers
- Secretary: Assist the chair, take minutes of the meeting
- Administrator: Council staff member to host the webinar and assist precinct executives
- Members: Residents and ratepayers of the precinct area. You must register using the URL to join the meeting.
- Guests: includes Councillors, Local Members, Council staff (they do not have voting rights).

Web meeting process

- The Chair will publish the agenda in the chat room at the start of the meeting
- A web meeting works better when there are clear rules about who can speak and when
- All attendees will be automatically muted at the start of the meeting
- To address the meeting, use the 'Raise hand' icon and wait for the Chair to call on you to speak; the chair will unmute you at this time
- Be patient, depending on the number of speakers it may take a little time to get to you
- Type in the chat room to communicate with the Chair and other attendees. Choose 'All panellists and attendees' in the 'To' box so everyone in the meeting sees your message
- Most conversation will occur during the 'general business' section of the meeting.

Moving motions

- Attendees are requested to type their motion into the chat area using the prefix "MOTION:" Motions can be typed at any time during the meeting
- The chairperson will decide when to call on the mover to speak to the motion. Once the Chairperson is satisfied sufficient debate has occurred, the motion will be put
- A poll will be created for each motion and attendees asked to vote on each motion. Note: polls have a 200 character limit, so attendees should aim to move short motions only. If not, motions will be abbreviated with the full motion contained in the chat and recorded in the minutes.

Meeting protocols

- This is a public meeting. This means that anybody who has received the URL may be attending. Be mindful of your personal security
- Do not do or say anything that you wouldn't ordinarily do in a face to face public meeting
- If you choose to have the camera on be mindful of any personal items in the background
- Mute your microphone and camera when you're not speaking.