

# Virtual Ward Forum Meeting

Code of Conduct and Tips for using Microsoft Teams



# Virtual Ward Forum – Code of Conduct

The purpose of this meeting is to discuss matters of interest to the residents of the Ward.

It is to stimulate informed two-way debate and for the Ward to form its view on the subject matter under discussion.

The Agenda allows for members of the public to raise issues of local concern.

**Anyone wishing to raise an issue or ask a question should do so by raising their hand or by using the chat function. They may then be invited to speak. Questions can be also asked in advance of the meeting.**

Reports can be presented by City Council officers or other invited guests, who are representing their organisations.

Those people wishing to speak should try to inform the debate currently in discussion.

The Chair may question anyone speaking to explain the relevance of their point, advise them of the repetitive nature of the comment, ask them to stop using unbecoming language or abusing any other person present.

# Microsoft Teams Tips

- Please keep your camera off unless you are speaking 
- Please mute when you are not speaking to reduce background noise 
- To ask a question, please either:
  - Raise your hand and you will be called 
  - Use the chat feature 

The controls on your device may be in a slightly different order, but serve the same function



See the names of all participants

Raise your hand

More options including full screen and captions

Open the chat feature

Camera

Microphone

Leave meeting

