



STEPPS and DISTRICT COMMUNITY COUNCIL

- **Community Council Virtual Meetings - Etiquette**

We hope you enjoy your attendance at the Community Council Board meeting. You can help make our meetings effective by:

- **Attending the meeting on time.** To prevent any unnecessary delay in starting the meeting it will be opened 15 minutes before the actual start time. As you join the meeting, to allow us to note all those attending the meeting, please enter your name and if applicable the organisation you represent in the chat bar. We will advise how to do this if you are unsure.

- **Remembering to keep your microphone on mute.** Meeting administrators will mute the mics of all attendees to prevent distracting background noise that can disturb the meeting and ensure only one person is speaking at any time. Please do not unmute your microphone. This will help in ensuring that those in attendance can hear what is being said.

- **Directing your comments and questions through the Chair** by writing 'comment' on the chat bar or by using the virtual hand-raising facility, and waiting for the Chair to ask you to speak. It is important that comments and questions are short and constructive. We want as many people as possible to have their views heard and will endeavour to do the best we can. Please remember comments can be added to the chat bar and these may be recorded for note taking purposes and in the production of the Community Council Board Minutes.

- **Conducting yourself in an appropriate and respectful manner.** Please treat all participants respectfully. There should be no shouting or use of inappropriate language. Failure to comply with this could result in being removed from the meeting and/or refused entry to future meetings.

- **Not forwarding meeting invitations** to other people. The Community Council is keen to extend virtual meetings and representation has now been extended to allow the local community to attend. It is important that those wishing to attend the meeting contact secretary.sdcc@gmail.com to receive meeting invitations directly. The arrangements for attending the virtual meetings will be kept under review.

Working with North Lanarkshire Council for the Stepps Communities

- Stepps, Steppshill, Cardowan, Craigendmuir, Crowwood Grange, Coshneuk & Millerston, Frankfield Loch –

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