CITY OF CAPE TOWN
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RULES OF ORDER
REGULATING THE CONDUCT OF VIRTUAL MEETINGS OF THE MUNICIPAL SUBCOUNCILS OF THE CITY OF CAPE TOWN

NB: THESE RULES ARE SUPPLEMENTARY TO THE EXISTING RULES OF ORDER FOR SUBCOUNCILS

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RULES OF ORDER REGULATING THE CONDUCT OF VIRTUAL MEETINGS OF THE MUNICIPAL COUNCIL OF THE CITY OF CAPE TOWN

1. DEFINITIONS

In these Rules –

'*Rules of Order'* means the *Rules of Order Regulating the Conduct of meeting of the Municipal Subcouncil of the City of Cape Town adopted by Council on 28 July 2010.*

'These Rules' means the *Rules of Virtual Meetings* adopted by Council for the conduct of virtual meetings

'Virtual meetings' mean meetings of Council conducted by any form of technology supported by the City's IS&T department to which Councillors have access.

2. APPLICATION OF THE RULES

2.1 The *Rules of Order* remain in operation and are supplemented by these Rules in order to provide for virtual meetings of Council.

2.2 These Rules will be extended to Subcouncils and incorporated into their separate Rules of Order documents in that regard.

3. INTERPRETATION

3.1 A reference in the Rules to a meeting of the Council is not limited to a meeting of members all of whom, or any of whom, are present in the same place and any reference to a "*place"* where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

3.2 Any reference in the Rules to being "present" at a meeting, includes being present through remote attendance.

3.3 A member in remote attendance attends a meeting when such member is able at that time of a meeting to link into the digital platform on the day of the meeting and to:

(a) hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
(b) hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
(c) be so heard and, where practicable, be seen by any other members of the public attending the meeting.

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3.4 The presence of a member in terms of sub-rule 3.3 shall be deemed to be evidence for the attendance register.

3.5 A requirement in the Rules of Procedure that a meeting be open to the public, is satisfied if –

(a) the meeting is streamed live on the website of the Council; or
(b) the minutes of the meeting are recorded and made available on the website of the Council as soon as practicable after the meeting.

4. Notice and venue of meeting

4.1 The City Manager shall issue a notice and agenda for a virtual meeting, which must include the date and time of the meeting;

4.2 All documents of the meeting shall be distributed by electronic means to which members have access; and

4.3 The venue of a virtual meeting shall be deemed to be City venues identified for such meetings in City of Cape Town.

5. Public Notice of Virtual Meeting

5.1 The City Manager must give notice to the public of each virtual meeting of the Municipal Council.

5.2 A public notice of the city's virtual meeting, must –

(a) state that the meeting is virtual and that there is no physical meeting location;
(b) describe how members of the public can access the record of the meeting, and
(c) provide a phone number or email address where members of the public can obtain additional information on how the city conducts the meeting and get assistance in locating such record of meeting.

6. Quorum

6.1 In a virtual meeting: –

(a) the quorum requirements shall be those as determined in the Rules of Order; and
(b) members who have accessed the meeting via the secure link sent to their email address shall be deemed present for the purposes of establishing a quorum, taking a decision or voting on a matter.

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7. DECISIONS AND VOTING

7.1 The Chairperson of the Subcouncil must announce the commencement of voting and the agenda item being voted on before any vote is taken.

7.2 Members shall be entitled to cast their votes electronically or manually.

7.3 Only members who are present when a vote is called shall be permitted to vote.

7.4 When voting is concluded, the Chairperson of the Subcouncil must announce that the system is closed.

7.5 The Chairperson of the Subcouncil must announce the results of a vote which must be recorded in the Minutes.

8. DEBATE MANAGEMENT

8.1 Debate will be managed by the Chairperson of the Subcouncil and only those councillors present at the meeting will be enabled to exercise a right to speak at the meeting.

8.2 Points of order or clarity must be texted into the debate via the instant messaging tool and the relevant party whip will be enabled to raise these on behalf of the councillor.

8.3 Microphones must be muted at all times unless called on by the Chairperson of the Subcouncil to speak.

9. NOTICE OF MOTION

9.1 A member submitting a motion shall be given an opportunity to provide only a brief summary of the motion and should not read the full extent thereof as reflected in the agenda.

10. AMENDMENTS TO RECOMMENDATIONS PROPOSED AT THE MEETING

10.1 The Chairperson of the Subcouncil must request the administration to present the amendment proposed by a councillor on screen for consideration and once legally verified will call for a seconder.

11. REMOVAL OR EXCLUSION OF COUNCILLORS

11.1 The Chairperson of the Subcouncil may prevent councillors from speaking via the virtual platform if in breach of Rules 29 and 30 of the main Rules of Order of Meetings of the Municipal Council of the City of Cape Town document.

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12. FACILITATION OF PUBLIC AND MEDIA INVOLVEMENT

12.1 The Media must have access to the City's digital platform to access open proceedings.

12.2 Whenever the Council decides to exclude the public and media from a virtual meeting, electronic access to the meeting must be suspended in order to close all or part of the meeting to the public and media

12.3 Minutes of all open meetings will be made available on the City's official website.

13. Privileges and Immunities

13.1 Councillors enjoy the same privileges and immunities which they ordinarily enjoy in physical Council proceedings.

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Not part of Rules but some virtual meeting protocols to be observed:

MEETING PROTOCOLS

Dress appropriately
Positioning of your camera to ensure a professional background
Do not eat or drink while speaking
Ensure you are sitting in a quiet and secure environment (confidential meetings) with no or minimal background noise
Do not carry on side conversations
Do not make distracting sounds i.e. avoid typing on your keyboard, turn off all sounds on your phone
Speak clearly do not shout
If you cannot hear someone adjust volume
Do not interrupt other speakers

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