

## **Rules for public attendance and participation at Sprowston Town Council remote (Zoom) meetings**

- Public attendees must remain muted and switch off their video until the public participation section of the agenda, whereupon the Mayor will give members of the public an opportunity to speak and ask questions.
- Questions or comments from the public must be related to one or more items on the agenda and will be limited to 3 minutes per person.
- Members of the public will be able to hear and see the meeting at all times. The exception being if sensitive personal or commercial matters are being discussed, in which case the Mayor may move to exclude the public.
- As with Council's physical meetings, anyone displaying disruptive behaviour will be removed.