



RULES/PROTOCOL FOR VIRTUAL COUNCIL AND COMMITTEE MEETINGS:

A. DEFINITIONS

a. In these Rules –

- Rules of Order means the Rules of Order for Meetings of the Council and Committees of Pixley ka Seme District Municipality.
- These Rules' means the Rules of Virtual Meetings adopted by council for the conduct of virtual meetings

B. Protocols/Rules for Virtual Council and Committee Meetings (for adoption by Council)

- 1. The Standing Rules and Orders for meetings of the Council and Committees of the Pixley ka Seme District Municipality are applicable;**
- 2. The Standing Rules and Orders for meetings of the Council and Committees will be supplemented by these Rules (on adoption) in order to provide for orderly virtual meetings;**
3. For virtual meetings or sittings, Councillors shall be logged onto the virtual plat-form 15 minutes before the commencement of the meeting
4. The Council meeting will be chaired by the Speaker and therefore he/she will start the meeting;
5. Councillors are requested to make use of the video function when speaking;
6. Councillors to look at their camera when speaking, not the screen;
7. Microphone to be muted if a councillor is not speaking or the host will do it;
8. Use the chat to post questions or raising of hand to share ideas and engage in the meeting;
9. Wait on the Speaker to call on a councillor or unmute microphone;
10. The Municipal Manager, Heads of Departments and other designated officials will form part of the virtual meeting;

11. The Manager Support Services or designated official will take minutes;
12. A link with an electronic attendance register to be filled in and submitted for record keeping will be available in the chat box.

C. QUORUM

Quorum In a virtual meeting –

- (a) the quorum requirements shall be those as determined in the Rules of Order (Rule 11.1); 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.

D. VOTING

- (a) Rule 12.9 of the Rules the Standing Rules and Order of Council is applicable

Council meeting is open to the public (Rule 6.1), members of the public may therefore request a link and log in on the open session as observers but will be excluded from the meeting per Rule 6.2. In Committee matters will therefore be dealt with in terms of the Standing Rules and Orders for meetings of the Council and Committees of the Pixley ka Seme District Municipality.

EXECUTIVE MAYOR:



DATE POLICY APPROVED: 20 JUNE 2025

RESOLUTION: R2025-06-20 (19.1)