**Grwp Cymunedol Rowen Community Group**

**VIRTUAL MEETINGS**

If the Group is unable to physically meet together then meetings can be held by other means.

**On-line with Telephone Access**

Meetings can be held on-line using the village Zoom platform which allows up to 100 participants and unlimited duration. It also allows for telephone access for those who are not on the internet.

Notification will be given as laid out in the latest Constitution.

The draft agenda and accompanying papers will be available on-line and in hard copies 2 weeks before the meeting.

Questions should be given to the Secretary at least 2 days before the meeting in writing, by phone or email.

Once the meeting begins all participants will be put on mute by the Chair so everyone can clearly hear whoever is speaking at the time.

Contributions or questions can be made through the Chair by using the on-screen “Raise Hand” symbol.

All interactions will be in accordance with our Code of Conduct (see Appendix 3).

Voting will be via the on-screen symbols which will be counted and recorded by the Secretary.