Members’ Guide to hybrid proceedings

Version 2.2, 29 April 2020

This version of the Guide has been updated to reflect the new deadlines for submitting a request to speak in Urgent Questions and Statements which have changed from those outlined in Version 2.0. See Section D and Section E respectively. It also outlines arrangements for Statutory Instrument debates and takes account of changes to the arrangements for participation in debates specifically arising from the bank holiday on Friday 8 May. See Section F.

Message from the Speaker

Dear colleague,

On Tuesday 21 April and Wednesday 22 April, the House agreed motions that allowed Members to participate virtually in proceedings of the House for the first time in the 700-year history of the House of Commons.

This agreement means that from Monday 27 April, Members will be able to take part in Prime Minister’s Questions, departmental questions, urgent questions, statements and certain other categories of business via video link.

This guidance has been produced by staff of the House, the Parliamentary Broadcasting Unit and the Parliamentary Digital Service to assist Members who wish to participate in hybrid proceedings during the coronavirus crisis, whether remotely or in the Chamber. Please read it carefully as it contains important information about the steps you need to take to participate - some of which are notably different from our usual way of operating. These procedures have been designed to ensure that Members joining remotely and those in the Chamber are treated equally.

This hybrid model has been developed at speed to ensure democracy can continue - and I ask all Members to bear with us as we adapt to this new way of working.

I would also like to thank all the staff across the House Service, especially the Parliamentary Broadcasting Unit, and the Parliamentary Digital Service, who have been working so hard to make it possible for the House to continue to fulfil its vital role during this emergency.

With best wishes

Rt Hon Sir Lindsay Hoyle
Speaker of the House of Commons
Contents
Section A: Contact list ...................................................................................................................................... 3
Section B: How hybrid proceedings will work ............................................................................................... 4
  1. What are hybrid proceedings? ................................................................................................................. 4
  2. Electronic voting ........................................................................................................................................ 4
  3. Participation ............................................................................................................................................. 5
  4. Order of proceedings ............................................................................................................................... 5
  5. Privilege .................................................................................................................................................. 5
  6. How to raise a point of order .................................................................................................................. 6
Section C: Departmental Questions and Prime Minister’s questions .......................................................... 7
  7. How questions will work ........................................................................................................................ 7
  8. How to submit a question ......................................................................................................................... 7
  9. How questions will be selected .............................................................................................................. 7
 10. How to participate in questions ........................................................................................................... 8
Section D: Urgent questions .......................................................................................................................... 9
 11. How to apply for an urgent question ..................................................................................................... 9
 12. How you will know if your urgent question has been granted .......................................................... 9
 13. How to apply to participate in urgent questions .................................................................................. 9
 14. How to participate in urgent questions ................................................................................................. 11
Section E: Ministerial statements ................................................................................................................ 12
 15. How to apply to participate in a statement ........................................................................................ 12
 16. How to participate in a statement ........................................................................................................ 12
Section F: Substantive proceedings .............................................................................................................. 13
 17. How second reading debates will work ............................................................................................... 13
 18. How to apply to speak in a second reading debate ............................................................................. 13
 19. How you will know if you are due to speak in a debate ........................................................................ 14
 20. How to participate in a second reading debate ................................................................................... 14
 21. How to withdraw from speaking in a second reading debate ............................................................ 14
 22. How to table an amendment after a second reading debate ............................................................ 14
 23. How Statutory Instrument debates will work ....................................................................................... 15
 24. How to apply to speak in a Statutory Instrument debate ................................................................. 15
 25. How you will know if you are due to speak in a debate ...................................................................... 15
Section G: How to participate in hybrid proceedings – general ................................................................. 17
 26. Physical participation ........................................................................................................................... 17
 27. Virtual participation ............................................................................................................................. 17
Section H: Zoom FAQs ................................................................................................................................. 20

A large print version of this guidance is available on request from the Vote Office (vote_office@parliament.uk).
## Section A: Contact list

<table>
<thead>
<tr>
<th>Section</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hansard</strong></td>
<td>Contact for speaking notes and messages.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:hansardmes@parliament.uk">hansardmes@parliament.uk</a></td>
</tr>
<tr>
<td><strong>Table Clerks (when the House is sitting)</strong></td>
<td>Contact for procedural guidance.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:commonschamberclerks@parliament.uk">commonschamberclerks@parliament.uk</a></td>
</tr>
<tr>
<td><strong>Table Office</strong></td>
<td>Contact for submitting questions for oral answer, urgent questions, statements and call lists.</td>
</tr>
<tr>
<td></td>
<td>Extension numbers: 3305/3302/3751</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tableoffice@parliament.uk">tableoffice@parliament.uk</a></td>
</tr>
<tr>
<td><strong>Speaker’s Office</strong></td>
<td>Contact for urgent questions, second reading debates and statutory instrume debates.</td>
</tr>
<tr>
<td></td>
<td>Extension number: 5300</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:speakersoffice@parliament.uk">speakersoffice@parliament.uk</a></td>
</tr>
<tr>
<td><strong>Member Hub</strong></td>
<td>Contact for technical queries about submitting questions and requests to participate in urgent questions and statements.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:softwareengineering@parliament.uk">softwareengineering@parliament.uk</a></td>
</tr>
<tr>
<td><strong>Zoom Support and session connection</strong></td>
<td>Contact for in-session support and questions on Zoom.</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:commonsvirtualchamber@parliament.uk">commonsvirtualchamber@parliament.uk</a></td>
</tr>
<tr>
<td><strong>Broadband/Hardware support and advice</strong></td>
<td>Contact for support on internet connection and parliamentary devices.</td>
</tr>
<tr>
<td></td>
<td>Extension number: 2001</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:digitalsupportdesk@parliament.uk">digitalsupportdesk@parliament.uk</a></td>
</tr>
</tbody>
</table>
Section B: How hybrid proceedings will work

1. What are hybrid proceedings?
   - The House of Commons agreed on Tuesday 21 April 2020 to approve a motion facilitating the remote participation by Members in scrutiny proceedings in the Chamber, with effect from Wednesday 22 April. On 22 April the House agreed a further motion to extend remote participation to some other types of substantive Chamber business.
   - The House’s decisions mean that all proceedings in the Chamber will be in hybrid form while those motions remain in force.
   - Members will be able to participate physically or virtually:
     - Virtual participation: when a Member is not physically present in the Chamber, but participates remotely via video link.
     - Physical participation: when a Member is physically present in the Chamber to speak.
     Please note: Members who are not speaking should not attempt to access proceedings via Zoom, but should watch on Parliament TV instead.
   - These are the types of Chamber “hybrid” proceedings:

<table>
<thead>
<tr>
<th>Scrutiny proceedings</th>
<th>Substantive proceedings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions: including departmental questions and Prime Minister’s questions;</td>
<td>Motions in the name of a Minister of the Crown;</td>
</tr>
<tr>
<td>Urgent questions; and</td>
<td>Presentation of bills and subsequent proceedings on public bills introduced by a Minister of the Crown;</td>
</tr>
<tr>
<td>Ministerial statements.</td>
<td>Private business;</td>
</tr>
<tr>
<td></td>
<td>Ministerial statements made with the permission of the Speaker;</td>
</tr>
<tr>
<td></td>
<td>Personal statements; and</td>
</tr>
<tr>
<td></td>
<td>Motions in the name of the Chair or another member of the Committee of Selection.</td>
</tr>
</tbody>
</table>

- The decision of the House means that business not listed in the Table above cannot currently take place.
- The House will continue to meet at its usual sitting times but only on Mondays, Tuesdays and Wednesdays.

2. Electronic voting
   - The House also passed a motion which would enable remote electronic voting.
   - However, the Leader of the House has undertaken that it will not be introduced until “the Procedure Committee has examined the proposed scheme and the Chairman has written to [the Leader of the House] to set out the Committee’s views on the scheme and whether it considers it to be workable”. This was outlined in the debate on the motion for remote voting on 22 April 2020.
   - The Government has indicated that it will not bring forward any business likely to lead to a division until agreed remote voting arrangements are in place.
• Guidance on remote voting will be made available to Members before it comes into operation.

3. Participation
• The Speaker will be physically present in the Chamber.
• Up to 120 Members will be able to take part remotely over the course of any two-hour period, and up to 50 Members can be present in the Chamber at any one time.
• If Members are on the “call list” or “speakers list” to take part in hybrid proceedings, they will be contacted by the Admin Team and provided with advice on how to participate. This will include links to access Zoom. There is detailed information on the use of Zoom videoconferencing in Section H.
• If Members are not on the call list or speakers list they should watch proceedings via www.parliamentlive.tv or BBC Parliament.
  • Members who are not given Zoom access for a particular proceeding (because they are not on the call/speakers list) are asked not to attempt to access proceedings through Zoom.
  • Members who are given Zoom access are asked not to forward the access advice to another Member or any third party.

4. Order of proceedings
• While these arrangements are in place, all sittings of the House will begin with scrutiny proceedings for a maximum of two hours.
• The Speaker will determine the sequence of scrutiny proceedings. Generally, departmental questions will come first, and then urgent questions will come before Ministerial statements, as now:
  • The sequence will be announced by 9.00am on Mondays and 3.00pm on the day before proceedings on Tuesdays and Wednesdays.
  • This information will be available on the Order Paper that day. House of Commons media services will also communicate the business for that day.
• The timings of each day’s substantive proceedings will be agreed between the Government and the two largest Opposition parties and published in advance of the sitting days concerned.
  • This will be published in the Order Paper under Future Business A. See Order Paper for Monday 27 April.
  • At the end of scrutiny proceedings, the Speaker will suspend the sitting for [about] 30 minutes to allow time for the next hybrid proceedings to be set up.
• Initially, it is expected that the duration of substantive proceedings will be limited to about four hours each day, with a suspension of about 30 minutes in the middle, as the new arrangements are tested and bedded in.
• If the Speaker rises and says “Order”, the video and audio feed of all other participating Members will be cut.

5. Privilege
• In his statement to the House on 22 April 2020, the Speaker confirmed that “parliamentary privilege applies on the same basis to all Members participating,
regardless of whether they are contributing virtually or are present in the Chamber.”

6. How to raise a point of order

- During hybrid proceedings, there will be no opportunity for interventions and limited opportunity for points of order.
  - Motions to sit in private are also prohibited.
- Members must give notice of a point of order to the Speaker’s Office (speakersoffice@parliament.uk) before the start of the sitting.
- If the Speaker is satisfied that the matter to be raised is a genuine point of order, the Member will not be called to raise it; instead, the Speaker will make a statement at the conclusion of scrutiny proceedings, setting out the point of order that the Member has raised and his ruling on it.
Section C: Departmental Questions and Prime Minister’s questions

7. How questions will work
- There will be two types of questions that Members can participate in:
  1. Questions to a departmental Minister or Ministers.
  2. Questions to the Prime Minister – incorporating “engagements” questions only.
- Members will need to submit these questions in advance.
- The departmental rota for the period to Wednesday 20 May is available here.

8. How to submit a question
- Member must submit their question through the online MemberHub. More information on submitting questions using MemberHub can be found in the MPs’ Guide to Procedure.
- Members should submit their question as early as possible. The deadline for submitting questions is 12.30pm on the same day a week before the departmental questions session is to take place.
  - For example, questions for Monday would have to be submitted by 12.30pm on the Monday of the week before.
- Separate requests to participate cannot be made. All Members wishing to ask a question must submit it on MemberHub.
- Backbench Members who are unable to use MemberHub will be able to email questions for oral answer from their parliamentary email address to the Table Office (tableoffice@parliament.uk) by the same deadlines.

9. How questions will be selected
- The shuffle will be completed as soon as possible after the 12.30pm deadline for submissions.
- The shuffle that is run for each departmental question time will be larger to enable the Speaker’s Office to organise a call list that reflects an overall party balance but remains random within party (see paragraph 3 of the motion on hybrid scrutiny proceedings).
- Twenty questions from the shuffle will be selected to appear on the call list. Therefore, not all Members who are successful in the larger shuffle will have the opportunity to ask a question.
  - The shuffle list will include frontbenchers and Committee chairs who will be invited by the Speaker’s Office to ask supplementaries.
- Members who are to be included in the call list will be notified by the Speaker’s Office and will be asked to confirm availability and whether they intend to participate virtually or physically. This should be done by close of play on the day after the shuffle has been run.
- Members will not be able to trade places with someone else at another position on the call list.
- The call list will be published on the House Business paper pages of the Parliament website and the House Papers app the day before the Question time takes place.
  - The House Papers app is already installed on parliamentary devices. It is also available to download on Google Play and Apple app stores.
10. **How to participate in questions**

- Members taking part physically must be present from the **start of the proceeding**.
- Members taking part remotely will be asked to join the conference call **in good time** before the proceedings start (see Section G below).
- The Speaker will call on Members to ask questions:
  - If the Member is attending virtually, Broadcasting will **unmute** Members’ microphones for the duration of the question.
  - If Members are physically in the Chamber, they should not rise in their place but wait to be called on the list. They should rise to ask their question, so they can be picked up by the Chamber microphones.
  - The Speaker will call each question and **direct it to the Minister**. Members can then ask a single supplementary.
  - If there are **technological problems** which prevent Members from participating, Members may be called later in proceedings.
  - Chamber rules and courtesies also apply to Members participating virtually, for example they should follow the same dress code as for the Chamber.
Section D: Urgent questions

11. How to apply for an urgent question
   - Members should apply as early as possible. Applications for urgent questions will need to be made earlier than usual, by:
     - 1.00pm on the previous day for urgent questions on Tuesdays and Wednesdays;
     - 5.00pm on Thursdays for urgent questions on Mondays, except in the case of late applications; and
     - 10.00 am on Sundays in the case of late applications which must meet the specific criteria for such applications (see below).
   - For urgent questions to be answered on Mondays, applications after the 5.00 pm Thursday deadline should only be submitted if they relate to specific and important new events taking place after 5.00 pm on a Thursday and which should be considered in place of some scheduled scrutiny proceedings on the Monday in question. Those applications should state why the application meets those criteria.
   - As with normal proceedings, Members should make their application to the Speaker’s Office by emailing speakersoffice@parliament.uk from their parliamentary email address. They should indicate whether they plan to take part physically or virtually.
   - More information on how to apply for an urgent question can be found in the MPs’ Guide to Procedure.

12. How you will know if your urgent question has been granted
   - The Speaker will reach his decision on urgent questions (as well as the sequence of virtual proceedings) by 2.00pm on the previous day for Tuesdays and Wednesdays.
   - The Speaker will reach his decision on urgent questions for Mondays other than those arising from late applications by 6.00 pm on Thursdays.
   - The Speaker will reach his decision on any urgent questions for a Monday and any consequential changes to planned scrutiny proceedings for that day arising from late applications related to specific and important new events taking place after 5.00 pm on Thursday by 11.00 am on Sundays.
   - The Speaker’s Office will contact Members to let them know whether their application has been successful.
   - The urgent question will be put on the annunciator for those on the parliamentary estate, as normal, and the Digital Communications Team will also announce it on Twitter, for those Members who are attending virtually.

13. How to apply to participate in urgent questions
   - Members should submit their request to be called on an urgent question through the online MemberHub in the same way as for departmental questions. Except in the case of urgent questions granted for a Monday as a result of a decision on Sunday relating to the specific criteria for late applications,
   - Backbench Members who are unable to use MemberHub will be able to email requests to be called for urgent questions (other than those granted for a Monday on a Sunday) from their parliamentary email address to the Table Office (tableoffice@parliament.uk) by the same deadlines.
   - Members should submit their request to participate as early as possible. The deadlines are:
     - 4.00pm on a Monday for urgent questions taking place on Tuesdays;
• **4.00pm on a Tuesday** for urgent questions taking place on **Wednesdays**.
• **12 noon on a Friday** for urgent questions taking place on a Monday other than those arising from a decision on a Sunday. (A different deadline may apply exceptionally in respect of urgent questions for Monday 11 May due to the intervening bank holiday).
• The deadline for requests to participate in urgent questions on a Monday will be confirmed in the next version of this Guide.

The shuffle (which will apply to all urgent questions other than those on a Monday arising from a decision on a Sunday) works as follows:
- A shuffle will be run to produce a list of **100 Members** that wish to participate in the urgent question.
- The Speaker’s Office will organise a **call list** from that shuffle.
- **Not all Members** who come out in the list of 100 will appear on the call list.
- Members selected on the call list will be contacted by the Speaker’s Office to **confirm availability**.
- The Speaker’s Office will assume **virtual participation**. Members wishing to participate physically will need to contact the Speaker’s Office.
- Members will not be able to trade places with someone else at another position on the call list.

In the case of urgent questions granted for a Monday on a Sunday as a result of a late application relating to specific and important events since Thursday at 5.00 pm (see **Part 11**), different arrangements will apply. Members should submit their request to be called on such an urgent question by emailing **speakersoffice@parliament.uk** from their parliamentary email address by **2.00 pm on Sunday**. The subsequent arrangements will work as follows:
- A random selection will take place to produce a call list containing no more than **30 participating Members in total**.
- Members selected on the call list will be contacted by the Speaker’s Office to **confirm availability**.
- The Speaker’s Office will assume **virtual participation**. Members wishing to participate physically will need to contact the Speaker’s Office.
- Members will not be able to trade places with someone else at another position on the call list.

The deadlines for urgent questions are as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Mondays</th>
<th>Tuesdays and Wednesdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member applies for an urgent question</td>
<td>5.00pm on Thursdays</td>
<td>1.00pm on the previous day</td>
</tr>
<tr>
<td>Member makes a late application for an urgent question</td>
<td>10.00am on Sundays</td>
<td>N/A</td>
</tr>
<tr>
<td>Speaker reaches a decision</td>
<td>6.00pm on Thursdays</td>
<td>2.00pm on the previous day</td>
</tr>
<tr>
<td>Member submits a request to be called</td>
<td>12.00pm on Fridays</td>
<td>4.00pm on the previous day</td>
</tr>
<tr>
<td>Member submits an email request to be called on an urgent question arising from a late application</td>
<td>2.00pm on Sundays</td>
<td>N/A</td>
</tr>
</tbody>
</table>
• The call lists for urgent questions will be available on the House Business paper pages of the Parliament website and the House Papers App at:
  • **1.00pm** on the same day for UQs on a Monday; and
  • **7.00pm** the previous day for UQs on Tuesdays and Wednesdays.

14. **How to participate in urgent questions**
• Members taking part physically must be present from the **start of the proceeding**.
• Members taking part remotely will be asked to join the conference call **in good time** before the proceedings start (see Section G below).
• The Speaker will call on Members to ask questions:
  • If the Member is attending virtually, Broadcasting will **unmute** Members’ microphones for the duration of the question.
  • If Members are physically in the Chamber, they should not rise in their place but wait to be called on the list. They should rise to ask their question, so they can be picked up by the Chamber microphones.
• If there are **technological problems** which prevent Members from participating, Members may be called later in proceedings.
• **Chamber rules and courtesies** also apply to Members participating remotely, for example they should follow the same dress code as for the Chamber.
Section E: Ministerial statements

15. How to apply to participate in a statement

- The Government will give notice of Ministerial statements on the same timetable as urgent questions (see Section D), with the Government asked to give notice of all statements for Mondays by 5.00 pm on Thursdays.
- Members should submit a request to participate through the online MemberHub in the same way as for departmental questions.
- Backbench Members who are unable to use MemberHub will be able to email the Table Office (tableoffice@parliament.uk) from their parliamentary email address to make a request to speak.
- Members should submit their application to be called as early as possible. The deadlines are:
  - 4.00pm on the previous day for statements taking place on Tuesdays and Wednesdays;
  - 12 noon on Fridays for statements taking place on Mondays (subject to possible modification for statements on Monday 11 May).
- The shuffle works as follows:
  - A shuffle will be run to produce a list of 100 Members that wish to participate in the ministerial statement.
  - The Speaker’s Office will organise a call list from that shuffle.
  - Not all Members who come out in the list of 100 will appear on the call list.
  - Members selected on the call list will be contacted by the Speaker’s Office to confirm availability.
  - The Speaker’s Office will assume virtual participation. Members wishing to participate physically will need to contact the Speaker’s Office.
  - Members will not be able to trade places with someone else at another position on the call list.
- The timetable for the publication of the call lists will be the same as for urgent questions (Section D).

16. How to participate in a statement

- Members taking part physically must be present from the start of the proceeding.
- Members taking part remotely will be asked to join the conference call in good time before the proceedings start (see Section G below).
- The Speaker will call on Members to make their contribution.
- If the Member is attending virtually, Broadcasting will unmute the Member’s microphone for the duration of their contribution.
- If Members are physically in the Chamber, they should not rise in their place but wait to be called on the list. They should rise to ask their question, so they can be picked up by the Chamber microphones.
- If there are technological problems which prevent participation, Members may be called later in proceedings.
- Chamber rules and courtesies also apply to Members participating remotely, for example they should follow the same dress code as for the Chamber.
Section F: Substantive proceedings

Substantive business includes:
- Motions in the name of a minister of the crown (i.e. motions tabled by the Government), for example statutory instrument debates;
- Public bills: presentation of and proceedings on (i.e. second reading, committee stage, report stage);
- Private business;
- Ministerial statements made with the permission of the Speaker;
- Personal statements from any Member; and
- Motions from the Committee of Selection (i.e. relating to select committee membership).

Second reading debates

Second readings are the first time a bill is debated. There is more information in the MP’s Guide to Procedure.

17. How second reading debates will work
- Second reading debates will last 4 hours in total, consisting of two 2-hour parts with a 30-minute gap in the middle.
- The Speaker or Deputy Speakers may indicate informal or formal time limits on speeches. Members participating virtually should use a countdown clock on either their laptop or mobile device to time their speech.
- The order of proceedings will be as follows:
  1. The Speaker will call the Minister to move the second reading;
  2. The Minister will be followed by:
     1. The Opposition spokesperson
     2. A government Member
     3. The spokesperson for the SNP
     4. A series of Members who have applied to speak;
     5. An Opposition spokesperson to wind up the debate; and
     6. A Minister to wind up the debate.
- Please note: during the series of Members’ speeches (point 4) there will be a 30 minute technical break at 2 hours from the start of the debate.

18. How to apply to speak in a second reading debate
- Members should apply to the Speaker’s Office by emailing speakersoffice@parliament.uk from their parliamentary email address.
  - They should indicate whether they plan to take part physically or virtually.
  - They should include the subject line: “Application to speak – xxxx Bill”.
- Members should submit their application to speak as early as possible. The deadlines will be:

<table>
<thead>
<tr>
<th></th>
<th>Monday debate</th>
<th>Tuesday debate</th>
<th>Wednesday debate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for</td>
<td>Friday of the week</td>
<td>Friday of the week</td>
<td>Monday of the same week</td>
</tr>
<tr>
<td>Members to apply to</td>
<td>before</td>
<td>before</td>
<td>week</td>
</tr>
<tr>
<td>speak</td>
<td>10.00am</td>
<td>3.00pm</td>
<td>3.00pm</td>
</tr>
</tbody>
</table>

- The Public Bill Office will confirm deadlines with the Whips the week before the debate.
19. **How you will know if you are due to speak in a debate**

- The Speaker’s Office will organise a **speaking list**. Swapping positions will not generally be permitted. There will be two separate lists for the two parts of the debate.
- The **speaking lists** for second reading debates will be available on the House Business paper pages of the Parliament website and on the House Papers App. Members who are on the list will be contacted by Broadcasters the **afternoon before** the debate (Friday afternoon or Monday morning for Monday debates)
- This document will also include likely time limits on speeches; indicative start times for each Member; and practical arrangements.

20. **How to participate in a second reading debate**

- **Physical participation:**
  - Members taking part physically **do not** need to be present from the **start of the substantive proceeding** (in contrast with other hybrid proceedings).
  - Members should listen to **opening speeches** from the Minister and the Official Opposition remotely elsewhere on the estate (i.e. not in the Chamber). Members would not be expected to return for the wind-up of the debate.
  - If Members are physically in the Chamber, they **should not rise in their place** but wait to be called on the list. They should rise to make their speech, so they can be picked up by the Chamber microphones.
- **Virtual participation:**
  - Members taking part remotely will be asked to join the conference call **45 minutes before their turn to speak** (see Section G below).
  - The Speaker will call on Members to make their contribution. Broadcasting will **unmute** the Member’s microphone for the duration of their contribution.
  - If there are **technological problems** which prevent participation, Members may be called later in proceedings.
  - **Chamber rules and courtesies** also apply to Members participating remotely, for example they should follow the same dress code as for the Chamber.

21. **How to withdraw from speaking in a second reading debate**

- Members are asked to contact the Speaker’s office via email (speakersoffice@parliament.uk) if they no longer wish to be called.

22. **How to table an amendment after a second reading debate**

- Once a second reading is agreed by the House, Members should table amendments via their parliamentary email to PBOHoC@parliament.uk.
- Members are asked not to table amendments at the Table of the House as they usually would have to do, if tabling on the same day immediately after a second reading.

**Statutory Instrument debates**
23. How Statutory Instrument debates will work

- Statutory Instrument debates will work in the same format as second reading debates (see Part 17 above).
- Instruments may be debated together. Debates will last for the amount of time as indicated on the corresponding Business of the House motion.
- The Speaker or Deputy Speakers may indicate informal or formal time limits on speeches. Members participating virtually should use a countdown clock on either their laptop or mobile device to time their speech.
- The order of proceedings will be as follows:
  1. The Speaker will call the Minister to move the motion;
  2. The Minister will be followed by:
     1. The Opposition spokesperson
     2. A government Member
     3. The spokesperson for the SNP (if applicable)
     4. A series of Members who have applied to speak; and
     5. A Minister to wind up the debate.
- Please note: during the series of Members’ speeches (point 4) there will be a 30 minute technical break.

24. How to apply to speak in a Statutory Instrument debate

- Members should apply to the Speaker’s Office by emailing speakersoffice@parliament.uk from their parliamentary email address.
  - They should indicate whether they plan to take part physically or virtually.
  - They should include the subject line: “Application to speak – xxxx Order/Regulations”.
- Members should submit their application to speak as early as possible. The deadlines will be the same as second reading debates:

<table>
<thead>
<tr>
<th></th>
<th>Monday debate</th>
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<tr>
<td>Deadline for Members to</td>
<td>Friday of the week before</td>
<td>Friday of the week before</td>
<td>Monday of the same week</td>
</tr>
<tr>
<td>apply to speak</td>
<td>10.00am</td>
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- Please note that the deadlines for w/c 11 May will be earlier due to the bank holiday:

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<th>Monday 11 May</th>
<th>Tuesday 12 May</th>
<th>Wednesday 13 May</th>
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<tbody>
<tr>
<td>Deadline for Members to</td>
<td>Thursday 7 May</td>
<td>Thursday 7 May</td>
<td>Monday 11 May</td>
</tr>
<tr>
<td>apply to speak</td>
<td>10.00am</td>
<td>3.00pm</td>
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- The Public Bill Office will confirm deadlines with the Whips the week before the debate.

25. How you will know if you are due to speak in a debate

- The Speaker’s Office will organise a speaking list. Swapping positions will not generally be permitted.
- The speaking lists will be available on the House Business paper pages of the Parliament website and on the House Papers App. Members who are on the list will
be contacted by Broadcasters the **afternoon before** the debate (Friday afternoon or Monday morning for Monday debates).

- This document will also include likely time limits on speeches; indicative start times for each Member; and practical arrangements.
Section G: How to participate in hybrid proceedings – general

- Members are asked to avoid late changes to physical or virtual participation as it may not be possible to accommodate this.
- Members must email the Speakers’ Office if they wish to withdraw from participating (speakersoffice@parliament.uk).

26. Physical participation
- The Speaker has asked that Members stay away from the Chamber unless their presence there is essential. To ensure social distancing is possible, no more than 50 Members will be able to attend at any one time.
- Physical participation will be different from normal participation in the Chamber:
  - Members should follow the same guidelines on submitting questions and applying to speak in urgent questions and statements as those who are participating virtually.
  - Members will not be able to participate spontaneously – please do not rise in your seat to seek to catch the Speaker’s eye.
  - Members should stay 2 metres (6ft) away from other people in the Chamber and lobbies. Distances will be indicated by signs on the benches in the Chamber and will be marked on the floor. Certain benches will not be available.
  - Prayer cards to reserve seats are no longer in operation.
  - Members should not approach the Speaker’s chair, the Clerk at the Table or Serjeant-at-Arms. Instead they should contact them via email - please see email contact details in Section A above.
  - Members should not pass notes in the Chamber.
  - Hansard will not be sending envelopes to Members.
  - Members should send speaking notes to Hansard via email: hansardmes@parliament.uk.
  - During a sitting, Members should contact the Clerks at the Table by emailing commonschamberclerks@parliament.uk.

27. Virtual participation
- Virtual participation will take place over Zoom. Members are asked to familiarise themselves with Zoom ahead of time.
  - Members may use your parliamentary Zoom account if you wish. You will have been emailed an activation link by Parliamentary Digital Service (PDS).
  - Members are asked to set up their accounts with their full name – this will ensure that Broadcasting can verify your identity and allow you into the call.
  - Members can access Zoom via the computer app, mobile app or internet browser. All of these connection methods are acceptable. The computer and mobile apps are straightforward to use. The internet browser may offer additional security and privacy. See Section H below for more information on Zoom.
  - Members are asked not to attend hybrid chamber proceedings and other virtual meetings (such as select committee meetings) simultaneously. This is for technical reasons: it takes preparation to get you set up on the call and there is a risk you may miss your slot.
Preparing for the session

- Members should ideally use a laptop or desktop computer to help ensure better sound and video quality. Mobile devices may be used but these may affect the quality of sound and video.
- Members are asked to take the following steps to prepare their video shot:
  - Choose a location where you will not be disturbed and where you are not aware of extraneous noise.
  - Think of yourself as sitting for a passport photo i.e. a “head and shoulders” shot. Sit as upright as possible, without leaning forward.
  - Sit at a table or desk if possible. Your device should be positioned at the same level as your face – you may need to prop it up.
  - Find a position with a plain background behind you. Ideally, it wouldn’t be white, or a very light colour. Please exclude mirrors, doors and bright windows. **Members are asked to refrain from using “virtual” backgrounds.**
  - Try to avoid “busy” backgrounds. Maps or pictures on the wall, or shelves with photos or other visually interesting items may be distracting for viewers.
- Members are reminded that they may be seen on camera even when not directly contributing. Please treat the entire session as public. Do not hold sensitive conversations on the call, even when on mute.
- Members are asked to take the following steps to prepare their sound:
  - **Test your sound and video** before the meeting starts.
  - Once through to the Zoom ‘screen’, there is a microphone icon at the bottom of the screen. If you click on it, it allows you to adjust your sound.
  - Keep reasonably close to the microphone – any further than two feet is too far for the microphone to pick you up.
- **Members should check their internet connection:**
  - If you are experiencing issues, try connecting your laptop directly to the router by cable rather than by WiFi – the closer the two devices are the better the performance and call quality.
  - Where possible, consider other demands on your broadband and postpone any non-essential use during your participation in virtual proceedings.

Joining the meeting

- Members will receive the joining details for the virtual proceeding they are participating in around **2 hours** before the start time.
- The Admin Team will send Members **two emails** to their parliamentary address:
  1. Zoom link and this guidance note; and
  2. Zoom password
- Members should join the call **90 minutes** before the start of the sitting. Broadcasting will be on the call to help you get set up.
- Members should click the Zoom link and enter the password when prompted. Members **should not share the meeting link**, to avoid anyone unexpectedly joining and disrupting the meeting.
- There may be a short delay while Members are let into the meeting from the waiting room – this is so that names can be authenticated. An operator will be on the call to talk you through the process. You will be able to see
and hear other Members on the same call as you. **Please do not hold any sensitive or private conversations while on the call.**

- The Admin Team will be on hand to answer any queries. They can be contacted via commonsvirtualchamber@parliament.uk.

**During the meeting**

- Once in the meeting, Members will see the panel of controls below on the bottom of their screen.
  - **Mute** – mute or unmute your microphone. Please do not use this functionality. Members’ microphones will be muted and unmuted centrally.
  - **Stop Video** – start or stop your camera
  - **Participants** – view the meeting participants
  - **Reactions** – Members are asked not to use the Reaction buttons during proceedings.
  - **Chat functionality** is unavailable by design. Members will not be able to participate in proceedings through the instant messaging/chat function.

- For more information on how proceedings will work, see **Section C** for Questions, **Section D** for Urgent Questions, **Section D** for Ministerial statements and **Section F** for Substantive Proceedings.
Section H: Zoom FAQs

28. How do I join the hybrid Chamber proceeding via Zoom?

- Members can join a Zoom meeting by video in three main ways: (1) internet browser, (2) computer app or (3) mobile app, or alternatively you can dial in by phone.
- Here is Zoom’s guide to joining a meeting.
- You can run a test meeting to familiarise yourself with Zoom: https://zoom.us/test

Video

- Click on the Zoom conference link in the invite (it will look like this: https://zoom.us/j/123456789)
- If you have the Zoom app installed already, you should see a prompt to open it. Click “Open zoom.us”.
- If you don’t have the computer app installed, you can either choose to install it or click on the “Join from your browser” link at the bottom of the screen:

  ![Join from your browser link](image)

  - If you join from your internet browser, you will be asked to add your name and click “Join”. You will then be prompted for a password which you should enter – you will have received this in a separate email. If you can’t find your password, email the Admin Team (commonsvirtualchamber@parliament.uk).
  - If you join via the computer app, a pop-up box will appear asking you to “Open Zoom?”. You should click on this link and it will redirect you to the app. You may then be prompted for a password.

Please note: on some Windows computers, a security warning prompt will appear.

- If you join via the mobile app, tap “Join a Meeting” and then enter the meeting ID number and display name. You can select whether you would like to connect via audio and/or video.
- You will then be put in the “waiting room”. The Broadcasting team will allow you into the meeting if your name appears on the master contact list.
• Once you’re into the meeting you should enable audio. If you are using the computer app, you will be asked to “Join with Computer Audio”. If you are using the internet browser, you should click “Join Audio” at the bottom left of the screen.

**Phone**
You can also join a Zoom conference by phone; as this will only enable you to take part via audio, we recommend that you use this only when no other option is available. You will have been sent telephone dialling information within the Zoom conference invitation.

• The Admin Team should have shared a local number (such as an 0800 or 020 number) to call through the meeting invitation. You can find numbers and a full list of Zoom dial-in numbers at [https://zoom.us/zoomconference](https://zoom.us/zoomconference).

• You will be prompted to enter the meeting ID which is the nine to eleven-digit ID provided to you by the host, followed by a #, and the meeting password. If you cannot find the meeting ID, contact the Admin Team (commonsvirtualchamber@parliament.uk).

29. **Can I share screenshots of the Zoom meeting on my social media?**
Members are asked not to share screenshots of the Zoom screen in any setting. This view shows the source names of users joining the call for technical reasons that the public would never normally be aware of, and that is a cyber security concern as it opens the door to illegitimate call joiners; and obviously broadcasting colleagues wouldn't want or expect to appear in public in this way.

30. **How do I make sure my internet is working?**
Parliamentary Digital Service have provided the following advice about home broadband use. You can find the full fact sheet here.

31. **Is it acceptable for me to use Zoom for other meetings?**
Zoom is not recommended for any sensitive meetings, or for any meetings where privacy could be a concern.