**TO NOTE: In the annexures underlined text refers to additions to the rules/guidelines, whereas text in bold brackets relates to removed text.**

**ANNEXURE A - RULE ON VIRTUAL AND HYBRID MEETINGS**

**Part A – Purpose**

The purpose of this rule is to enable the National Assembly and its committees to hold compliant virtual and hybrid meetings using technological platforms.

Rule 6 of the National Assembly Rules provides that the Speaker may give a ruling or frame a rule in respect of any eventuality for which the rules or orders of the House do not provide, having due regard to the procedures, precedents, practices and conventions developed by the House and on the basis of constitutional values and principles underpinning an open, accountable and democratic society. A rule framed by the Speaker remains in force until the House, based on a recommendation of the Rules Committee, has decided thereon.

The Rules of the National Assembly remain in operation and are supplemented by this rule **[in order to provide for virtual meetings]**.

**Part B - Application of rule**

This rule applies to –

(a) sittings of the National Assembly in the event a **[physical]** sitting is not possible without the use of technological platforms, as determined by the Speaker;

(b) meetings of committees in the event a **[physical]** meeting is not possible without the use of technological platforms, as determined by the chairperson.

**Part C - Notice and venue of meeting**

In terms of this rule –

(a) the Speaker or chairperson of a committee shall issue a notice and agenda for a virtual or hybrid meeting, which must include the date and time of the meeting;

(b) all documents of the meeting shall be distributed by electronic means to which Members have access; and

(c) the venue of a virtual or hybrid meeting shall be deemed to be Cape Town as the seat of Parliament.

**Part D - Privilege and order in meetings**

In a virtual or hybrid meeting –

(a) members shall have the same powers, privileges and immunities which they ordinarily enjoy in parliamentary proceedings; and

(b) where relevant, current rules on order in public meetings and order in debate shall apply.

**Part E - Presiding Officers**

In a virtual or hybrid meeting the Presiding Officer or Chairperson of a committee shall have all the powers as provided for in the current Rules.

**Part F - Quorum**

In a virtual or hybrid meeting –

(a) the quorum requirements shall be those as determined by the Constitution and the Rules; 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.

**Part G - Voting**

In a virtual or hybrid meeting –

(a) members shall be entitled to cast their votes either electronically, by voice or by having their vote recorded by their respective whips;

(b) the procedure to be followed is predetermined by the Speaker and directives are announced in the meeting by the Presiding Officer or Chairperson of a committee;

(c) only members who are present when a vote is called shall be permitted to vote;

(d) the results of a vote are announced and, where possible, the names of members and how they voted are recorded in the Minutes of Proceedings; and

(e) members must ensure that their votes are correctly recorded.

**Part H – Public involvement**

Access to proceedings must be facilitated in a manner consistent with participatory and representative democracy and wherever possible a virtual or hybrid meeting must be livestreamed.

**Addendum: Process Guidelines**

1. The Secretary to Parliament together with authorized officials and technical teams are responsible for technical support to facilitate virtual or hybrid meetings.

2. The Secretariat must be given at least 3 days’ notice of a meeting.

3. Pre-conference testing must take place at least a day before the meeting.

4. Technical support must be available during a virtual or hybrid meeting.

5. The Secretariat must maintain the minutes and records of the proceedings.

6. The Secretariat must maintain a system that is capable of verifying the votes cast either electronically or manually.

7. Political parties must provide a signed copy of the votes cast for or against a question by their members, to the Secretariat within an agreed timeframe to ensure verification of results. This record may be submitted electronically.

**ANNEXURE B – AMENDMENT TO NA RULE 64(e)**

Rule 64(e) - Members must at all times accord the presiding officers of the National Assembly and members due respect and conduct themselves with dignity and in accordance with the decorum of the House and are required …. – not to bring -

1. weapons of any kind, nor dangerous or threating objects or articles, nor replicas of such into the Chamber;
2. non-dangerous or threatening objects, articles or placards, **[nor dangerous or threatening articles or objects nor replicas of any such articles or objects]** into the Chamber, **[excluding cultural objects],** except with the prior approval of the Speaker.

**ANNEXURE C – GUIDELINES FOR THE USE OF BACKGROUNDS ON THE VIRTUAL PLATFORM**

1. In terms of the rules for virtual sittings of the House, as adopted by the Assembly on 9 June 2020, the current rules on order in public meetings and order in debate are applicable in a virtual or hybrid meeting;
2. Members on the virtual platform are therefore required to conduct themselves as if they were physically present in the House; and
3. Members must use the current parliamentary background, or a blank background, or a blurred background, or a static picture of a member without party symbols or statements.

**ANNEXURE D –** **AMENDMENT TO NA RULE (138)(7)**

138(7) - The number of questions to a Minister is limited to **[10]** 4 questions per question day in respect of any one department of state.

**ANNEXURE E - GUIDELINES RELATING TO THE REMOVAL OF MEMBERS FROM THE HOUSE**

Rule 73(13): The **[House]** Rules Committee may approve [**standard operating procedures]** directives and guidelines, **[recommended by the Rules Committee],** for the exercise of this function, in particular in relation to the use of the Parliamentary Protection Services and members of the security services.

**[Annexure C: Standard Operating Procedures]** Guidelines: Removal of Member from Chamber and Precincts

1. If a member refuses to leave the Chamber, the presiding officer asks the Serjeant-at-Arms to remove the member from the Chamber.
2. The Serjeant-at-Arms approaches the member to explain in a respectful manner that the instruction of the presiding officer must be complied with and that failure to do so can constitute a grave offence and have serious implications, including that the member may need to be physically removed from the Chamber.
3. If the member still refuses to leave, the Serjeant-at-Arms indicates to the presiding officer that the member refuses to comply, whereupon the presiding officer informs the House that the Parliamentary Protection Services are to be called upon to assist.
4. The Parliamentary Protection Services personnel enter the Chamber upon the instruction of the presiding officer, and proceed to remove the member under the direction of the Serjeant-at-Arms, provided that -
5. Parliamentary Protection Services personnel of one gender may not touch a member of another gender; and
6. Members of one gender may not touch a Parliamentary Protection Officer of another gender.

(v) Members of the public in the gallery who participate in disorderly conduct will be removed by the security services.

Rule 203(1): The Subcommittee must consider the circumstances of the physical removal of a member from the Chamber as reported to it by the Speaker in terms of Rule 73(12), taking into account all the relevant aspects including -

1. the conduct of the member concerned, specifically in relation to the rules and statutes concerning the rights and conduct of members;
2. the ruling by the relevant presiding officer; and
3. the manner in which the member was removed.