

## **GUIDELINES FOR ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS**

**Approved:** December 3, 2020; **Effective:** January 1, 2021

These guidelines outline suggested procedures and practices related to participation by electronic means at Mayors' Council and committee meetings.

The [South Coast British Columbia Transportation Authority Act](#), together with the [Mayors' Council's Rules of Procedure for the Conduct of Meetings](#), authorizes meetings of the Mayors' Council and its committees to be organized using video-conference technology. When a video-conference meeting is organized, members are deemed to be present at the meeting, and are encouraged to follow these participation practices to facilitate the proceedings.

These practices are intended to improve the meeting experience for participants and observing members of the public and the media and will improve the accessibility of meetings by those who are hearing- or seeing-impaired.

### **1. Joining the Electronic Meeting**

- a. Join the electronic meeting 10 minutes before the start of the meeting.
- b. Confirm with staff that you can hear and be heard prior to the start of the meeting.
- c. Turn on the video camera and keep it on throughout the meeting as appropriate, unless technology limitations affect performance.
- d. Choose a suitable location that is free from incidental noise or other background features that could interrupt the proceedings.
- e. Choose a location where the light is on your face.
- f. Look at the camera.

### **2. Procedural Matters**

- a. Follow the rules of order and decorum, and address remarks through the Chair and generally conduct the proceedings in a respectful manner.
- b. Seek recognition by the Chair by using the electronic "raise hand" function.
- c. Notify the Recording Secretary when leaving the meeting, even temporarily, via the in-app chat function or email.
- d. Vote on motions by way of voice vote, or if inconclusive, by way of roll-call vote.
- e. Secret ballot voting is subject to the process outlined in the "Voting procedures for 2021 Chair and Vice-Chair Elections"
- f. During a closed meeting, ensure that only you alone can listen and watch the proceedings to ensure confidentiality.

### **3. Etiquette**

- a. Wear attire appropriate for a Council or committee meeting.
- b. Refrain from multi-tasking during the proceedings.
- c. Remember to mute your microphone when you no longer have the floor.

#### **4. Technology Issues**

- a.** Connect to the meeting using a suitable device to facilitate optimum participation, such as a desktop or laptop computer, or a tablet.
- b.** If you experience technical problems that prevent you from hearing or being heard, communicate with staff to resolve the issue, knowing that if you must leave the meeting, quorum may be affected.

#### **Assistance**

If you have any questions, or need any assistance, please contact the Mayors' Council Secretariat Coordinator, or the Recording Secretary.