



CUPE BC Virtual Committee Meetings: Orientation & Etiquette Guide

Please review the following information at the start of your remote committee meeting:

- 1) **State Your Name:** Please verbally announce your name upon joining the meeting. This is for accessibility and minute-taking purposes.
- 2) **Muting:** To minimize any ambient noise disruptions, please familiarize yourself with the mute button and to mute yourself when not speaking.
- 3) **Non-Verbal Functions:** Please familiarize yourself with Zoom's non-verbal communication tools (i.e. "thumbs-up", "hand-clapping", etc.).
- 4) **Raising Questions/Comments:** Please use Zoom's non-verbal "raise hand" tool to pose questions/comments. To be inclusive of anyone joining the meeting without video, please also state your name before asking questions/comments.
- 5) **Brevity Reminder:** If you tend to speak often and at length, please be mindful of time constraints and of others who may also wish to speak. Please wait for your chair to call your name before speaking and try to keep questions and comments as concise as possible.
- 6) **Chat Board Reminder:** Your committee chair will check the Zoom chat board throughout the meeting. For accessibility purposes, they will also read aloud any questions submitted in writing through the chat function. Please note that you have the option to write to all participants using the chat function, or privately write to individual participants. Upon joining your meeting, please test out this function by typing "Hello" in the chat board.
- 7) **Privacy/Confidentiality Reminder:** The meeting has been password-protected to prevent "Zoom-Bombing" and external intrusion into the meeting. Please refrain from sharing/posting any future meeting details publicly. In addition, please note that information discussed during CUPE BC meetings is private/confidential, and is not to be recorded nor shared publicly.
- 8) **Voting Notice:** The **Zoom Digital Poll** function will be the default tool for conducting votes during committee meetings.

NOTE: Anyone joining a Zoom meeting by phone (without logging in) will not be able to participate in digital polls. The polling function only works for those who join the meeting using computer/mobile apps. If you are joining your committee meeting by phone (without using the Zoom App), please state "Aye" or "Nay" in the event of a vote.

If alternative voting options are required, please notify the CUPE BC Admin Staff.