

Tyson PAC – Virtual Meeting Guidelines

Our first hybrid meeting – both in person and virtually hosted – will be November 29, 2022.

To ensure the meeting operates smoothly, we ask all virtual attendees to follow the meeting guidelines outlined herein when joining by phone or computer.

We look forward to more participation and attendance at PAC meetings this year and going forward! We hope you will enjoy the virtual meeting option and continue to participate throughout the year.

If you have any questions or concerns about the guidelines, or your ability to follow the guidelines while on the virtual meeting, we want your feedback! If you participated and have feedback on how the virtual meeting was run, etc., please let us know.

Contact us at Tyson-pac@sd33.bc.ca so we can work with everyone to refine and make virtual meetings as beneficial to everyone as possible.

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Joining a meeting

- Attendees must have their **first** and **last name** included in their participant name
- By default, all attendees will join with video on and microphone off.
- Participants must join through the app or website on a device with a webcam for verification purposes
 - o You will not be able to join the meeting by phone call only; this option is disabled

Participating in a meeting

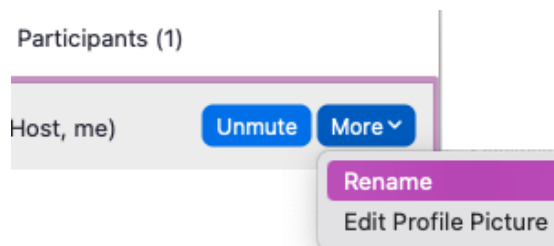
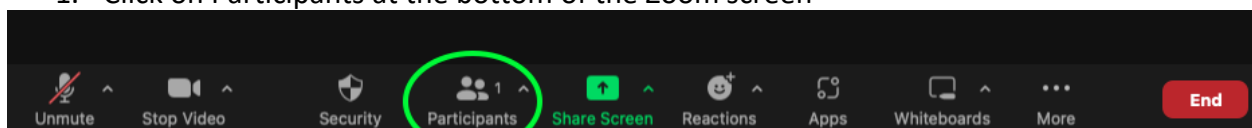
- The PAC President will facilitate the meeting according to the agenda
- Attendee participation during a general meeting will be requested by the President; listen closely and follow the meeting procedures
- A meeting agenda will be made available to all attendees to follow
 - o Meeting topics must be emailed in advance
 - o If you have a new topic to discuss or question, please use the “Raise Hand” feature. Due to time constraints, it may have to be addressed in the next general meeting.
- Do not use the chat for side or personal conversations; conduct yourself as if you are at the meeting physically.
 - o Do not interrupt others who are speaking, use the “Raise Hand” button
 - o Due to time constraints, we may not be able to address every question or concern. Please email unaddressed questions or concerns to tyson-pac@sd33.bc.ca
- All voting will be done by a show of hands; either with a physical show of your hand on camera or using the “Raise Hand” button.
 - o A moderator or host will acknowledge and count each vote.
 - o Keep your hand up until acknowledged.

Setting your participant name

When setting up the Zoom app, or joining a Zoom meeting for the first time, you will be asked to enter your name. **Be sure to enter both your first and last name.**

If you already have Zoom setup with only your first name, you can easily update the name once you’ve joined the meeting.

1. Click on Participants at the bottom of the Zoom screen

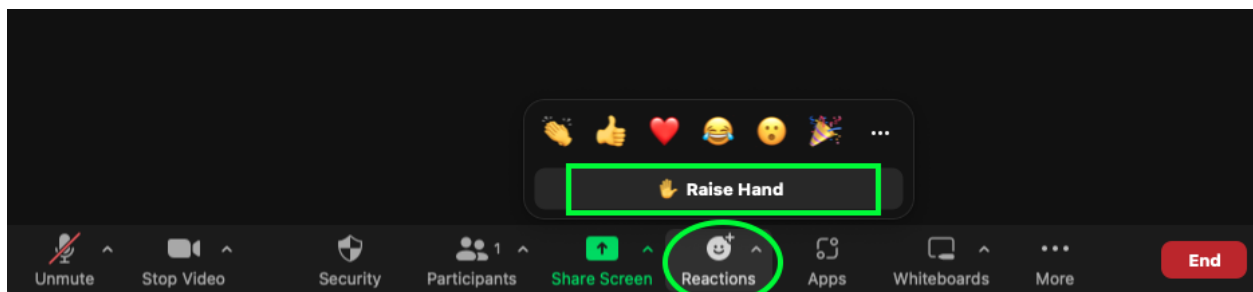


2. The Participants window will open
3. Find yourself and click on “More”
4. A menu appears; click on “Rename”
5. Enter your full name
6. Click Rename to save the change

Using the Raise Hand feature

Attendees are asked to use the “Raise Hand” feature for taking turns to speak and for voting.

1. Click on “Reactions” at the bottom of the Zoom screen
2. The reactions menu appears
3. Click the “Raise Hand” button



Your hand will remain raised until you lower it. Once you have voted or spoken, be sure to repeat these steps to lower your hand.

Meeting Etiquette

- All attendees, in person or virtual, are expected to follow the [Tyson Code of Conduct](#).
 - o No profanity may be used
 - o Dress code also expects no profanity; dress as if you were attending in person
 - o Talking over others or out of turn will not be tolerated; raise your hand and wait to be called upon
- Virtual attendees should try to join from a quiet room with limited distractions
- Virtual attendees must join independently and cannot share a single login/device
 - o If multiple attendees are together in the same space, each person must join from their own device/camera to show participant name and for voting purposes

Speaker best practices:

- o For ideal sound, and to reduce microphone feedback and background noise, please use earphones instead of phone or computer speakers
- o If you must use phone or computer speakers, please ensure your microphone is muted at all times.

Camera best practices:

- Cameras are on when you join
- Cameras must be on for any voting or when asking questions
- Keep your camera on for ideal participation and engagement
- You may turn off your camera only if necessary

Microphone best practices:

- All attendees will be muted automatically upon joining to minimize disruption
- If you are asked to speak, please check whether mute is on or off and remember to unmute yourself to speak and then mute yourself again once done