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ZOOM MEETING PROCEDURES FOR FNESC BOARD MEETING
Updated September 14, 2020

The following procedures are for participants joining online FNESC Board Meetings using the communications app Zoom.

If you have any questions or need technical assistance, please contact Melissa DeBono at melissad@fnesc.ca in advance of the event.

Download Zoom App

Download the free Zoom App at https://zoom.us/download/.

Preparing for the Zoom Meeting: What You Need to Get Started

- Internet connection – broadband wired or wireless
- Computer or mobile with a microphone and speaker

Prior to the Zoom Meeting, it is recommended that you have Zoom downloaded onto your computer or mobile device.

Go to http://zoom.us/test and click the blue '*Join'* button to launch Zoom test*.* When prompted by your browser, clock 'Open Zoom Meetings.' The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click 'No' to switch speakers until you hear the ringtone. Click 'Yes' to continue to the microphone test. It will prompt you to 'Speak and pause'. If you don't hear any sound after you've said something, use the drop-down menu or click 'No' to switch microphones until you hear the replay. Click 'Yes' when you hear the replay. After speaker and microphone are set up message will pop-up letting you know that the "Speaker and microphone looks good.

Register for the Meeting

Click on the Zoom registration link provided in the email meeting notice.

After you register, you will automatically receive a confirmation email from Zoom explaining how to join the meeting and a link to add to your calendar. Ensure to use the "add to calendar" links located in the Zoom confirmation email and/or save the confirmation email to ensure you have the Zoom link to join the meeting.

Accessing Electronic Meeting Kit (eKit)

Staff will send an eKit to all registered participants in an email meeting notice prior to the meeting.

If you are attending by video, you can download the eKit prior to the meeting or follow along on screen, as it will be shared by staff during the meeting. Use of a desktop computer, laptop, or tablet is recommended, rather than joining by smartphone, so that you can more easily view screen-shared materials as well as other participants.

If you are joining by phone, you will need to download and save the eKit on your desktop prior to calling into the meeting.

Zoom Menu Bar:
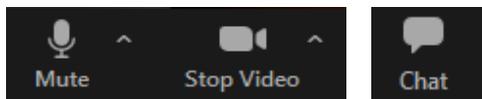
During the meeting, the main functions used will be the mute, video, and chat button. Staff will be monitoring chat for any questions or comments.

To prevent background noise disturbance, all participants will be muted upon entering the meeting.

How to Confirm Attendance During the Meeting

During the meeting, please confirm your attendance by clicking the Zoom chat button located at the bottom of your screen and typing your full name and First Nation or Tribal Council. If there are Observers attending with you, please enter their information as well so it can be recorded in the meeting minutes.

If you arrive late to the meeting, you will receive a private chat message asking you to type your "first name, last name, and First Nation or Tribal Council" in the chat box.

For those attending by phone, the chair will call out names from registration list to complete the attendance record. If you are participating by phone unmute yourself and indicate that you are present by stating "present" once name is called.

Please display your full name while participating in the meeting. The settings for this can be changed in your Zoom profile in advance of the meeting or by clicking on "participants" (see example below), click over your name, then select "More" and then select "rename". It will then prompt you to enter a new screen name.

How to Provide Questions or Comments

When the chair or a presenter is talking, please use the chat button to type your question, comment, or to indicate your desire to speak, including your full name and First Nation or Tribal Council. The chair or presenter will read aloud the questions or comments and respond to them in order. Staff will maintain a speakers list if necessary.

After each presentation or speaker, the chair will ask if there if there are any further questions or comments. If you wish to make a question or comment, please enter your questions or comment in the chat feature. For those attending by phone, please text Jan Haugen, stating your full name and First Nation or Tribal Council along with your question or comment.

Polling

Zoom has a polling feature for voting. When it is launched you will be prompted to select your answer on your screen. Once you have selected your answer, please click submit.

If you are participating by phone, please text Jan Haugen, indicating your vote.

Please note that an Alternate or Observer cannot vote as a Director cannot proxy their vote.

Passing a Motion

The chair will call for a motion to be reviewed and passed for approval. Once the motion is read the chair will call for a mover and seconder. Anyone who would like to move or second the motion can unmute themselves and state their full name and First Nation or Tribal Council.

After the names of the mover and seconder have been recorded, the chair will ask all participants to select whether they are in favour of the motion. The following polling options will be provided:

- in favour;
- opposed; and
- abstain.

If attending by phone, please text Jan Haugen, indicating your vote.

Amending a Motion

If a motion needs amendment, the host will paste the text of the motion into a new Word document and display it on the shared screen so that participants can view live edits. The amended motion will also be read aloud for the benefit of those joining by phone.

Once finalized, the host will cut and paste text of the motion into a new poll.

Support

If you have questions or need further support, please contact the Melissa DeBono at melissad@fnesc.ca in advance of the event.

Frequently Asked Questions

Troubleshooting Speaker (in a meeting)

Q: I'm entered into the meeting, but I cannot hear anything. How do I fix my speaker?

1. Click the up arrow beside the audio button on bottom of your screen.
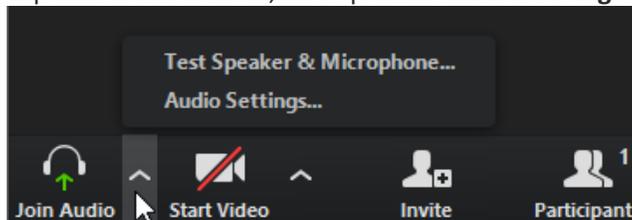   Expand the audio icon, and open the **Audio Settings**
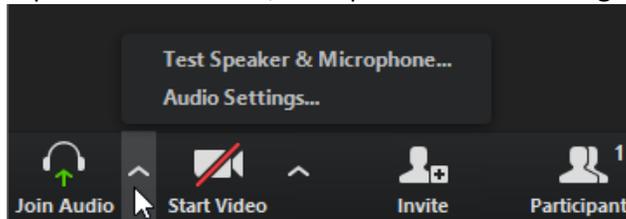
2. In the **Speaker** section, click **Test Speaker** to play a test tone.
   If you cannot hear it, select a different speaker from the menu or adjust the **Volume**
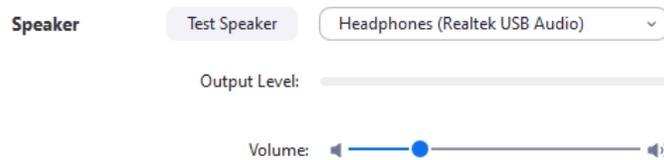
Troubleshooting Microphone (in a meeting)

1. Click the up arrow beside the audio button on bottom of your screen.
   Expand the audio icon, and open the **Audio Settings**

2. In the **Microphone** section, click **Test Mic** to play a test tone. To test your mic, you will see the green **Input Level** bar move when Zoom is picking up audio. If you cannot hear it, select a different microphone from the menu or adjust the **Volume**
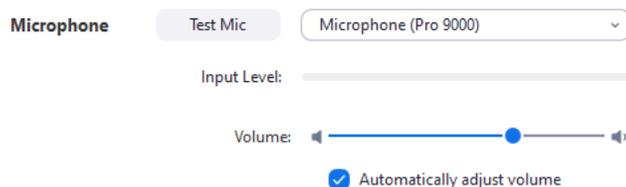
If troubleshooting using the options above does not work, please email melissad@fnesc.ca