



HYBRID MEETING PROCEDURES FOR FNESC MEMBERS MEETINGS AND BOARD MEETINGS (Update February 23, 2023)

PREPARING TO ATTEND ZOOM VIDEOCONFERENCE

Preparing to attend by Zoom Videoconference

Download free app to computer or tablet: <https://zoom.us/download/> or from your mobile phone's app store

Prior to meeting, go to <http://zoom.us/test> and click the blue 'Join' button to launch Zoom test.

ZOOM PROCEDURES

Attendance: Only registered participants will be admitted to the Zoom meeting.

Any participants that we cannot identify, ie. "iPhone" will not be admitted to the meeting. Please rename your screen name to your first and last name prior to entering the meeting. (See Zoom Controls for more details on how to rename yourself)

Confirm your attendance by entering your full name and your First Nation or Tribal Council into the chat upon entrance. Also, please display your full name during meeting. (Staff will be monitoring this to assist with attendance and meeting minutes)

Preventing Background Noise: Please keep your microphone muted during meeting.

Questions & Comments: Please use the Raise Hand feature in order state your comment or question and wait to be called on. Staff will do their best to monitor the chat feature but the preference is that participants use the raise hand function.

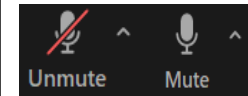
ZOOM POLLS



Polling will be used in instances where consensus has not been reached or when secret ballot voting is required. When the polling feature is launched, if you are participating via the Zoom app, you will be prompted to select your answer on your screen. Once you have selected your answer, please click submit. Alternates or Observers cannot vote and will be required to exit out of the screen by selecting the exit button.

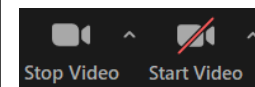
ZOOM CONTROLS

Unmute/Mute:

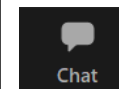


*If attending by calling in by phone, press *6*

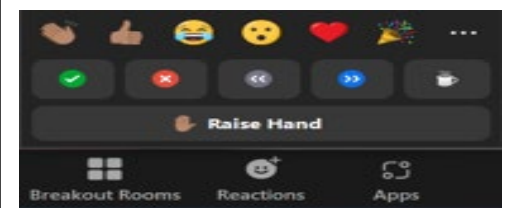
Stop/Start Video



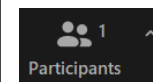
Chat



Raise Hand



Renaming Screen Name



To rename yourself in the waiting room, click on "More" next to your name and in the drop-down menu click on "Rename". It will then prompt you to enter a new screen name

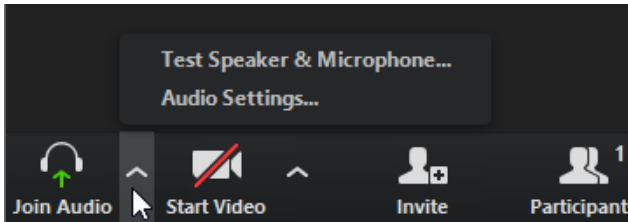
MOTIONS

The Chair will call for a Mover and Seconder. To move or second a motion, please unmute yourself from your video or phone stating clearly your first and last name to ensure it is recorded in the minutes properly. If you are opposed or abstain from a resolution, please state your full name in the chat for it to be recorded into the minutes.

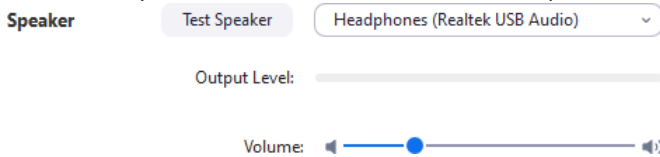
ZOOM TROUBLESHOOTING

If you cannot hear anything when entered into meeting, please following the instructions below:

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

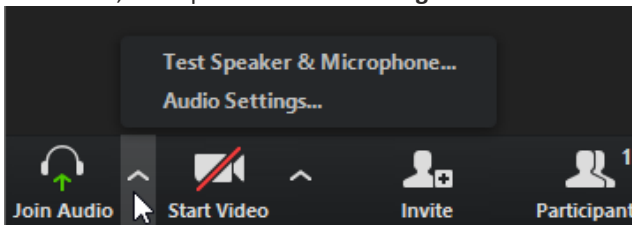


2. In the **Speaker** section, click **Test Speaker** to play a test tone. If you cannot hear it, select a different speaker from the menu or adjust the **Volume**



If microphone is not working when entered into meeting, please following the instructions below:

1. Click the up arrow beside the audio button on bottom of yourscreen. 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**

HOTEL/TRAVEL

FNESC emphasizes the importance of booking your hotel and flights early, as FNESC will only reimburse the hotel negotiated rate and most economical means of travel as per FNESC Finance Policies. The meeting participants are responsible for booking their own hotel and travel. Hotel booking code/rates are available on meeting notices. Deadlines apply.

TRAVEL CLAIMS

Travel is reimbursable for one representative per FNESC Member. Please submit travel claims within 30 days after the meeting with the original receipts, as per FNESC Finance Policies to:

executiveservicesadmin@fnesc.ca

#113-100 Park Royal South, West
Vancouver, BC, V7T 1A2

MEETING KITS

Hardcopy binders of the meeting kits are only provided to those who attend in person and request them upon registration.

If a hardcopy is not requested, an electronic meeting kit (eKit) will be provided. If you have not received your meeting kit, please email executiveservicesadmin@fnesc.ca for electronic meeting kit (eKit)

QUESTIONS OR CONCERNS REGARDING HYBRID PROCEDURES:

Please email executiveservicesadmin@fnesc.ca