

Electronic Council Meeting Best Practices

PREPARE FOR THE MEETING

- Set up your equipment - prior to the meeting
 - Download the Zoom desktop app if you don't already have it
 - Get a headset and microphone if you have them, to reduce background noise
 - Test your audio and video
 - Close unnecessary tabs in your browser or Applications on your computer
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LIGHTING/BACKGROUND

- Lighting should come from in front of you or from the side, in order to best light your face
 - Keep your background clear of distractions
 - Look at your webcam, not at the screen
 - Use gestures and mannerisms that you would typically use in person
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PARTICIPATE PRODUCTIVELY

- Make sure everyone can hear you
 - Use a microphone when you speak
 - Make sure the microphone is on and close enough to pick up your voice, no matter what location you are in
 - Mute yourself when done speaking to limit background noise
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HELP EVERYONE FOCUS

- Avoid side conversations
 - If you aren't talking, mute or turn off your microphone
 - Avoid noisy activities like typing while your microphone is on
 - Turn off phones or other devices
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TECH TIPS

- Test Zoom before a meeting <https://zoom.us/test>
- Try to use wired internet versus wireless
- If you have to use Wi-Fi make sure you are near the router/modem with a good signal
- Try to make sure there are NOT any other devices using the internet in your house while you are on a zoom call to help your connection speed

GENERAL ELECTRONIC PARTICIPATION PROCEDURES

1. Participants shall connect to the conference via online video or telephone no later than 15 minutes prior to the commencement of the meeting.
 - Participants that are calling in with two devices (laptop and phone) shall provide the phone number being used to Legislative and Legal Services, prior to the commencement of the meeting.
 - When connecting to Zoom if you are not using your @milton.ca account– you will need to enter the password provided to join via phone or Zoom app.
 - Without your @milton.ca account you will be a guest and placed into a waiting room until the host allows your entry.
 - For those reasons, we encourage you to continue to use your @milton.ca app for ease of use and participation.
2. Please **DO NOT** share the Zoom Council meeting link on social media or with others – these links have the password integrated and are unique to your email address. These meeting invites and links are to be treated as confidential, especially when associated with confidential sessions of Council.
3. Any member of Council or SMT should indicate they wish to speak by using the “Raise Hand” function in Zoom until the chair acknowledges their request. Please lower your hand when finished speaking/the host will lower it.
4. Any member of Council participating via video conference or telephone shall announce if they wish to leave the meeting prior to adjournment or prior to leaving the meeting for a personal break.
5. The manner of determining the decision of Council on a motion where no recorded vote has been called shall be at the discretion of the Chair.
 - A participant, after declaring a conflict of interest pursuant to the Municipal Conflict of Interest Act, will not participate, influence or vote in any way regarding the matter in question. When a meeting is closed to the public, the member shall be placed “in the waiting room/on hold” by the host whereby they cannot hear/participate in the discussion. The host will return the member to the meeting at the end of the discussion.
6. In the event of a connection/service interruption with the electronic meeting, the Chair may recess the meeting for up to 15 minutes.
7. Legislative and Legal Services and IT will be responsible for hosting the meeting, stopping the recording, broadcasting, and/or distribution of audio and/or video prior to the commencement of a closed meeting. A break may be requested by the Chair or Clerk to ensure meeting fluidity and closed meeting confidentiality.

ZOOM MEETING ETIQUETTE

It's important to be aware of how to practice proper video conferencing etiquette.

That said, we've come up with a quick guide to the do's and don'ts of video conferencing etiquette, to help you attend or conduct your meetings as smoothly as possible.

The Do's



Check your internet connection beforehand



Find a quiet, private space



Dress for your audience

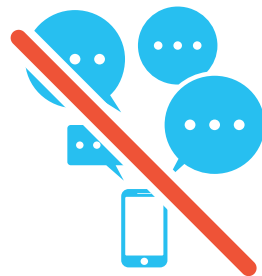
The Don't's



Don't keep your mic on if you're not speaking



Avoid eating meals or snacks during the meeting



Avoid getting distracted during the meeting