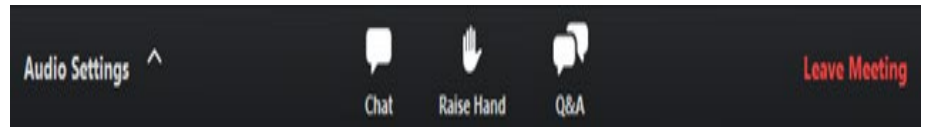


Time Saving Virtual Meeting Procedures

In the virtual meeting webinar platform, attendees will not have their mics or video turned on (unless given permission by the host).

There are **TWO** tools that attendees may use for meeting participation – the CHAT window, and the QA feature.

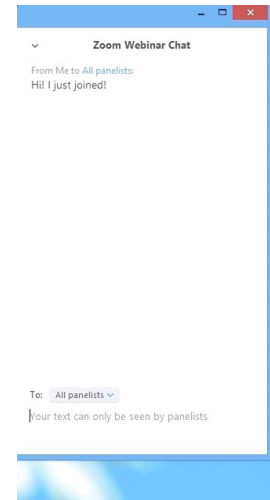


The **CHAT window** is only to be used for meeting business items – making motions, seconding, etc. It is NOT to be used for any conversation. (*NOTE – this feature is similar to the floor microphone at an in-person meeting.*)

The **Question and Answer (QA)** feature is to be used for all questions regarding the meeting, technical, procedural, etc.



When used properly, these features and procedures can help to keep a meeting focused, run smoothly, and respect all participant's time.



Once signed in using registered first and last name to the webinar, attendees will use the CHAT window to enter the name of their school council, community, location, school division or education organization they are representing. (i.e.: *École Dickinsfield School Council, EPSB or Trustee, High Prairie SD*)

Only a Voting Parent Delegate may **move** or **second** a Resolution or any motion by entering – in the CHAT window – the name of the School Council they are representing and its location or school division (i.e.: *Delwood School Council, Edmonton Public, moves; Fultonvale School Council, EIPS, seconds*).

To make a motion already printed on the Agenda, enter the Name of the School Council, and location, **FIRST** in the CHAT window, and “moves”, when prompted by the AGM Chair.

To make a motion – including an amendment - not already printed on the Agenda, enter the Name of the School Council, and location, **FIRST** in the CHAT window, followed by **the complete wording of the motion or amendment**.

New motions and amendments must be **seconded** in the CHAT window using the same format entering the Name of the School Council, and location, **FIRST**, then “seconds”.

Any delegate (voting, non-voting, or guest/observer) wanting to speak to a motion or amendment will enter the Name of the School Council, **or organization**, and location, **FIRST** in the CHAT window, and either “**speaking in favour**” or “**speaking against**” and will wait to be recognized by the Chair. When time is of the essence, Voting Parent Delegates shall be given priority.

Upon recognition by the Chair, the delegate may speak to the amendment or new motion. The host will send a request to the delegate to turn on their microphone, and the delegate will state the Name of their School Council, location, **and their full name** before providing comments/questions.

“**Approval by Unanimous Consent**” is a procedure used to *reduce the time taken to conduct votes* – especially in virtual environments using electronic voting options that often take 8 – 10 minutes to conclude. One Voting Delegate typing “I object” in the Chat window will result in an electronic vote being required.

A delegate wishing to raise a **Point of Order** or **Point of Information (request)** will type the Name of the School Council and location, then “Point of Order” or “Point of/Request for Information” in the CHAT window for recognition by the Chair. Upon recognition, the delegate will state the Name of their School Council and location, **and their full name**, before comments/questions.

A motion to “**Call the Question**”, entered appropriately into the Chat window, stops further discussion. An electronic vote to determine delegate agreement to take away Members’ rights to discuss any item **may take 8 – 10 minutes to conclude**.