



NEW WESTMINSTER

VIRTUAL MEETING PROTOCOL & GUIDE



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Zoom Meeting Participant Guide

How to join a meeting:

1. You must have a Zoom account using your personal email address. Sign-up is free and can be done here: [Zoom Account Sign-up](#).
2. Please RSVP to our monthly General Meeting Notice emails indicating that you will attend virtually and fill out the associated registration form.
3. CUPE 387 will send the meeting link via email once your registration is approved. Please ensure you complete the meeting registration by the RSVP deadline.
If you do not RSVP and preregister for the virtual meeting, you will not be able to join virtually on the day of the meeting.
4. Please join the meeting on the date and time indicated. We kindly ask that you join 5 minutes prior to meeting start time to reduce your wait time in the virtual lobby. *Click on the link provided in the email invitation to join.*
5. Once you've clicked on the invitation link, you'll see the Zoom join screen. We ask that you ensure your webcam is on when you initially join the meeting.

Protocol for Virtual Only or Hybrid Meetings

If you are attending a CUPE 387 meeting virtually, here is what you need to know.

1. For **Meeting Notices and Arrival**:

- a. Meeting notices will be sent via email and will indicate the meeting format: either *in-person (only)*, *virtual (only)* or *hybrid*. The Meeting Notice emails will include an RSVP button.
- b. Members are asked to indicate via the RSVP button options how they will be joining, e.g. virtually or in-person.
- c. Members joining virtually should have their *first and last name* as their sign-in name, and have their camera on when joining.
- d. Members shall remain muted during the meeting and will be unmuted by the hosts when given the floor to speak.

NOTE: Members attending virtually will not be counted towards quorum.

2. For seeking the floor for the purpose of **speaking virtually**: a member should use the raise hand function. Meeting hosts will call on and unmute members in the order of hands raised.

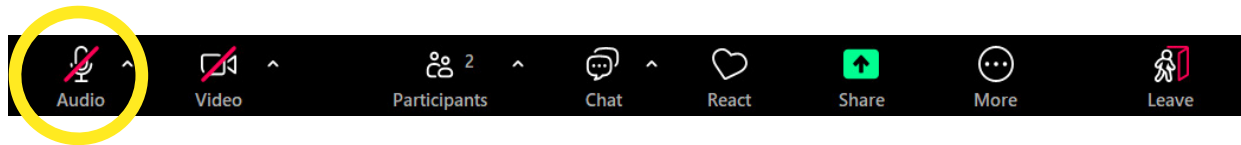
NOTE: If recognized to speak, a member shall present questions/comments verbally, not via text.

3. Virtual participants will only observe and participate with comments or questions and will not be able to vote. If you wish to participate in votes/approvals of a motion, please attend in-person. Meetings with an election will be in person only.

Managing your settings in a Zoom Meeting

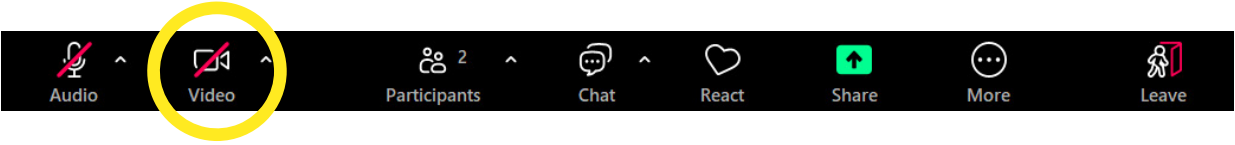
Mute/Unmute

This function will be controlled by meeting hosts.



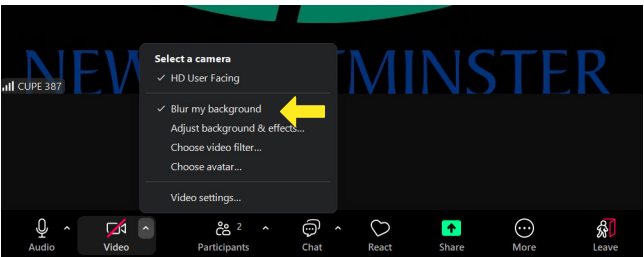
Camera On/Off

Cameras must remain on throughout the meeting.



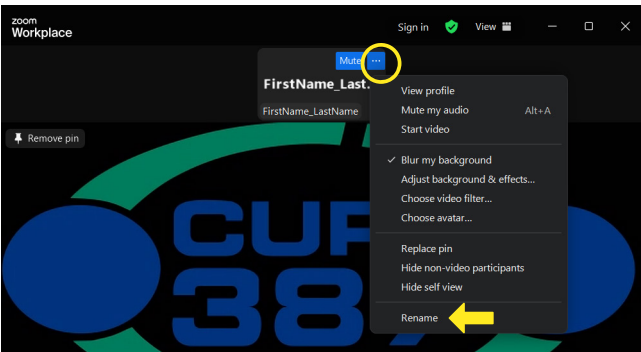
Blur Video Background

To help with removing anything distracting in the background, we recommend using this feature.



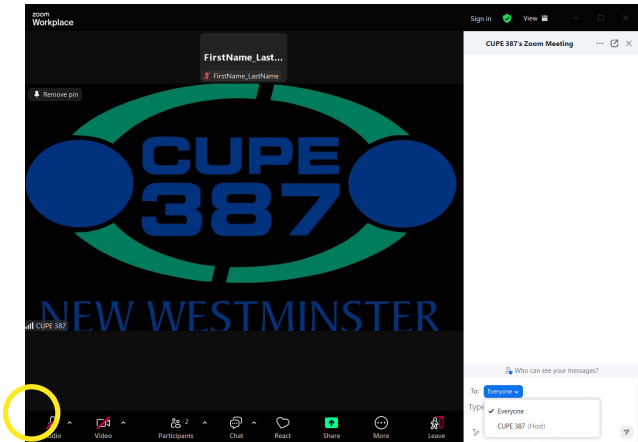
Edit Name

Please ensure you include your first & last name. You may also include your pronouns.



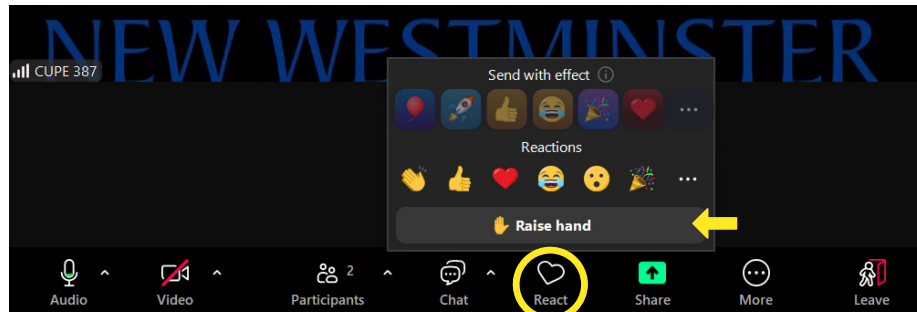
Meeting Chat

This will be used minimally during meetings as we ask that members participate verbally with questions or comments. You will only be able to send a message directly to the meeting host if necessary.



Raise Your Hand

During a meeting you can raise a virtual hand to indicate that you'd like to speak, without interrupting the conversation. Just select the react button as shown in the controls below, and click "Raise hand".



Everyone will see you have your hand up. Meeting presenters will receive a notification that your hand is raised, and they can lower your hand once you've had the chance to speak.

Additional Zoom Guides

If you would like further support and information, [click here](#) to access additional Zoom Guides.

Any questions about General Meetings and joining virtually can be directed to office@cupe387.ca or 604-520-5644.