



## Downtown Oshawa BIA Virtual Guidelines and ZOOM Etiquette

We want to ensure the Board Meeting is successful and helpful for everyone who attends. That includes making sure everyone has a chance to raise their questions and ideas and be heard by all while respecting the timeframe allotted for the meeting. To enable that to happen we have developed our Zoom Etiquette and Guidelines that we kindly ask everyone to adhere to:

### Logging on

When you log in to the meeting (see “Logging into Zoom” enclosed) you have the opportunity to adjust your name. Please adjust it to the following:

SCREEN NAME: First Name Last Name – Business (e.g. Amanda MacDonald – BIA ED)

This will help us with voting and will help us contact anyone who may require follow up to their question. The screen name will be visible to everyone attending the meeting.

### Audio/Video Settings

When you join the meeting, you should automatically be muted. If not, please mute your microphone by clicking the microphone icon on the Zoom toolbar, located at the bottom of your screen. When muted, the icon should have a red slash through it as pictured below. You may choose to have video enabled or disabled. If your video is enabled, other participants will be able to see your face and background; if your video is disabled, they will only see a black screen with your name. You can adjust both audio and video settings throughout the meeting.



### Presentations from Members

As per any board meeting, the membership has seven (7) days prior to the meeting to submit a request to present in front of the Board of Management. The presenting member will be given an access code twenty-four (24) hours prior to the meeting by the office manager of the BIA. On the day of the meeting, the BIA Executive Director will admit the member to the meeting following any obligatory tasks, such as adoption of a bylaw amendment for virtual meetings, opening of the meeting, and/or approval of the agenda. After the presentations, the Board will have a chance to ask one question per Board member. Following all questions, the member will be asked to leave the platform.

### Submitting Questions & Feedback

To submit a question during the meeting, click the Chat icon on the Zoom toolbar (see image above). A chat sidebar will open where you can enter your question (note: your question will be visible to all participants unless you specify it to go to just the host or a specific individual). Questions will be addressed in priority sequence. If your question is selected, the moderator will



either read your question or invite you to turn on your microphone to ask your question. You will have the opportunity to ask two follow-up questions. If we are unable to respond to a question submitted during the meeting, either due to lack of time, relevance to the agenda, or not having the information on hand, we will follow up after the meeting. We will use the name entered upon logging in to track those who have outstanding questions; if you had an outstanding question and do not hear from us following the meeting please do not hesitate to reach out to Executive Director, Amanda MacDonald at email [amanda@downtownoshawa.ca](mailto:amanda@downtownoshawa.ca).

### **Bylaw Amendment**

For the first virtual meeting of the Board of Management, a meeting must be held to amend the BIA bylaw to allow for virtual meetings. In accordance with the recent provincial legislation, this is required before any business of the Board takes place, can happen directly before the Board Meeting, and can also happen virtually.

### **Voting Guidelines**

Every Board Member is entitled to one vote on motions. When it comes time to vote on a motion, you will be asked via rollcall either in favour or opposed. If your microphone stops suddenly working, you should type 'yes' in the chat sidebar to approve the motion or 'no' to oppose the motion. The chat room will be recorded in the minutes.

### **Meeting operations Guidelines**

The meeting will be hosted by the BIA, led by the board chair. We ask that everyone participate in a manner that is respectful to all other participants. Please keep chat and questions professional and respect the opinions of others within the chat. Allow others to have their time to speak and do not unmute until you are requested to do so. We want to address everyone's questions and comments while also being respectful of people's time and the mandatory agenda items.

### **Meeting Distribution Guidelines**

Due to the BIAs inability to broadcast the meeting to the public, lack of unlimited access and resulting security concerns, the board meeting will be audio recorded, and then distributed to the membership in the following daily newsletter and on the Oshawa BIA website within forty-eight (48) hours, with a separate email informing members of the protocols prior to the meeting and request for comments. Meeting minutes will be approved at the following meeting and distributed via the same protocols governing an in-person meeting. Once meeting minutes are approved at the at the following meeting, the recording will be taken down from the BIA website due to storage and capacity limitations; however, a copy will be stored for a minimum of ten (10) years for future reference. The meeting minutes are held indefinitely as a permanent record of the BIA in accordance with our record keeping practices.

### **In-Camera Meeting Guidelines**

In-camera meetings will be held with the same protocols that govern an in-person meeting. The chair will call a recorded motion to enter in-camera, the recording will be stopped, any guests will be asked to leave the meeting or will be escorted off of the platform via the administrative controls. The BIA Secretary will take minutes and provide two copies in sealed envelopes to the ED, who retain one for the BIA records and will deliver the other sealed envelope to the Clerk's department before the next meeting for record retention, as per BIA protocols. The in-camera minutes are held indefinitely, as are meeting minutes in consistency with our record keeping practices.



### **Terminating a meeting**

The meeting will be terminated by the Chair of the BIA after a motion to adjourn. The meeting is set for a scheduled time and will end at the specified time, unless a motion is brought forward to extend the meeting and carried by quorum.