

# Electronic Meeting Management Council Guidelines

## Authority

Council members are granted the authority to join meetings electronically through Council's procedure bylaw.

## Video/Audio Requirements

Members participating electronically must have their video on while participating in the meeting. If they need to turn their video off, they must advise the chair. Members who have their video off are considered to be absent.

Members must participate with audio. Headsets with built-in microphones are recommended to be used to prevent audio feedback.

Virtual backgrounds are permitted and members are recommended to use a neutral background.

## Responsibilities of the Chair

After the meeting is called to order the Chair will verbally name members participating electronically.

When the Chair has a conflict of interest, the acting mayor, if participating in person, will assume the chair. If the acting mayor is participating virtually then the next acting mayor in rotation, in person, will assume the chair. If all members are participating electronically then the first acting mayor in rotation will chair the meeting virtually.

## Responsibilities of Members

- Joining meetings
  - Members must notify [legislative.servicesoffice@nanaimo.ca](mailto:legislative.servicesoffice@nanaimo.ca) ahead of the meeting if they intend to participate in a meeting electronically
  - Members must verbally advise the chair if they join a meeting after the scheduled start time
- Requesting to speak
  - Members must raise their virtual hand and physical hand in order to notify the chair they have requested to speak
  - Members must remain muted during the meeting until the chair has permitted them to speak
- Leaving meetings
  - Members must verbally advise the chair prior to disconnecting from the meeting
- Voting
  - Members must clearly state if they are opposed to a vote by raising their hand and verbally stating they are opposed
- Conflict of interest
  - When a member has declared a conflict of interest, they will be put in the virtual waiting room for the duration of the item, where they cannot participate in the meeting

- Members will be admitted back into the meeting once the item has concluded

Reference Links:

["Council Procedure Bylaw 2018 No. 7272"](#)

[Local Government Management Association Electronic Meetings and Public Hearings - Considerations for Local Governments](#)