



## Council & Executive Committee Virtual Meeting Guidelines (2021-01-13)

As we are currently unable to meet in person and must rely on technological means to continue our collective processes, the following guidelines have been established to ensure a productive and meaningful meeting.

It is strongly recommended that ALL participants review the following documents to help guide you through the processes and rules for the meetings: [Commitment to Solidarity](#), [Quick Guide to Simplified Rules](#), [VSTA Sponsored Meetings Policy](#).

**REGISTRATION is required for every meeting.** To register, please log-in to MyVSTA > Meetings and Minutes. Click on the meeting link you wish to attend. On the next page, click on the registration link and complete the registration form. You will receive an email from Zoom with the link to the meeting. **Deadline for registration is 1:30 PM on the day of the meeting.** Members are encouraged to register early.

The meeting materials and registration link will be posted on MyVSTA by Monday preceding the meeting. Please check for any updated materials right up to the time of the meeting.

### In the meeting ...

- Please arrive on time.** If you arrive after the meeting has begun, you may be required to wait in the "wait room" until there is a break in the meeting.
- Upon entering the meeting, ensure your **title includes your First Name, Last Name, pronouns and worksite.**
- There will be two chairpersons per meeting.** The primary chairperson will host the meeting and the secondary chair will address the speakers list.
- FOR COUNCIL:** Before the meeting starts, please message the Second Chair with any site issues using the following format:  
Site Issue – *(brief description)*
- For the duration of the meeting the chat function will only communicate with Second Chair.

To add your name to the speakers list	signal the Second Chair, using the following format: "question" or "comment"
Speaking to a motion	preface your desire to speak with your position: "Comment For" or "Comment Against"
Moving a motion	"Motion: <i>followed by your suggested phrasing</i> "
Amending a motion	"Amendment: <i>followed by your suggested phrasing</i> "

- GUESTS:** Only elected members of Council and Executive may move and vote on motions. While a poll will appear on your screen, please refrain from voting.

Guests may be required to move into a "breakout room" while the meeting moves into committee. Guests will be welcomed back into the meeting once it has risen from committee.