



zoom HOW TO'S

*For the Manitoba School Boards Association's
Fall General and Regional Meetings,
November 21, 2020*



If you haven't participated in a Zoom virtual meeting before, or if you are wondering about the details of how this fall's association meetings will be conducted using that platform, you have come to the right place!

Joining a meeting

There are two ways to join a Zoom meeting.

1. Click on the meeting link, and you will be taken directly to the meeting. If the Zoom app is not already installed on your device, it will automatically be installed before the meeting opens. Zoom will work on a computer, tablet or smartphone, but for these meetings we recommend using a computer equipped with a microphone (required) and camera (optional).
2. If you already have the Zoom app installed, you can join the meeting by opening the app and entering the meeting ID and passcode.

Detailed instruction on joining a Zoom meeting using different devices can be found at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>.

Remember

- We strongly recommend that you install the app in advance of the meeting, and test your microphone and camera. You can download the app at <https://zoom.us/download>.
- When joining a meeting, you may see a screen indicating that the host has another meeting in progress, or that the meeting will start shortly. This is normal, and does not indicate a problem. You will automatically join the meeting when the room is opened.
- The meeting link, meeting ID and passcode will be distributed with the meeting agendas.

During the meeting

- Upon entering the meeting, please ensure that you are identified correctly on-screen. If not, you can rename yourself by clicking on the three dots in the box that contains your name/image.
- All participants' cameras and microphones will be muted upon entering the meeting. You may be asked to unmute your microphone at some point to address the meeting; activating your camera at that time is optional, and at your discretion. Once you have finished speaking, please remember to re-mute your microphone.
- Communication methods will be at the discretion of the meeting chair, and may include any of:
 - o a virtual show of hands;
 - o oral feedback; or
 - o written commentary using the chat function.

Instruction on using each of these features will be provided at the time they are being used.

Voting

- Where required, voting on elections (MUST Fund representative) and resolutions (in regional meetings) will be conducted via Zoom's internal polling feature.
- A test poll will be conducted prior to any vote or election, to ensure participants understand how to use the feature.
- As always, voting will be restricted to trustees. Voting control will be based on the honour system, but should any participant express a concern that an ineligible vote has been cast, the results of that poll will be analyzed and adjusted as required to discount any non-trustee votes.
- Each poll will be open for a specified period of time (approximately 30 to 60 seconds), and then closed to further participation. The results will be displayed immediately following the closing of the poll.

General Meeting versus Regional Meetings

Participants in the Fall General Meeting may choose to join collectively, as a board, as local public health regulations allow. The General Meeting will include information sharing and a professional development component, but no polling.

Participants in the Regional Meetings should each join the Zoom meeting on their own device (computer, smartphone or tablet). This will enable each trustee participant to cast their vote through the internal polling feature for MUST Fund representative or on regional resolutions.

Questions?

Contact Executive Assistant Andrea Kehler at akehler@mbschoolboards.ca.