



# LOCAL ZOOM MEETING

## GOAL:

UNA Local Executives will be able to host a local meeting via video conferencing (Zoom)

DISTRICT MEETINGS  
JUNE 2020  
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## OBJECTIVES:

1. Local Presidents will understand how to hold a local meeting during the Pandemic and what Zoom Session is.
2. Local Presidents will understand their role in how to set up and invite members to a Zoom Session.
3. Local executives will understand their roles in assisting with Zoom Sessions.
4. Local Presidents will be able to host a Zoom Session with their Locals.
5. Locals will be able to pass motions at their Zoom Sessions.

## LOCAL OPERATIONS

All local meetings, other than AGM should be held via conference calls or the Zoom Video Conferencing Platform. AGM's are to be held in person once meeting in person restrictions have been lifted by the CMOH office.

2021 Budgets to be deferred to the AGM. Local executives to pass an interim 2021 budget and share this budget with the local membership. Once the AGM is held, the budget can then be ratified.

Local executives to appoint an interim member to a local standing committee or to local executives if a vacancy occurs.

## WHAT IS ZOOM?

Zoom is a video communications platform which allows flexibility in the number of participants.

Zoom can be used on tablets, laptops or through either an iPhone or Android Phone.

### Supported tablet and mobile devices

Surface PRO 2 or higher  
running Win 8.1 or higher

NOTE: for tablets running Windows 10, they must run Windows 10 Home, Pro or Enterprise. S Mode is not supported.

iOS and Android devices

Blackberry devices

### Supported Browsers

Windows: IE 11+, Edge 12+,  
Firefox 27+, Chrome 30+

Mac: Safari 7+, Firefox 27+, Chrome 30+

Linux: Firefox 27+, Chrome 30+

# MEETINGS VERSUS WEBINARS

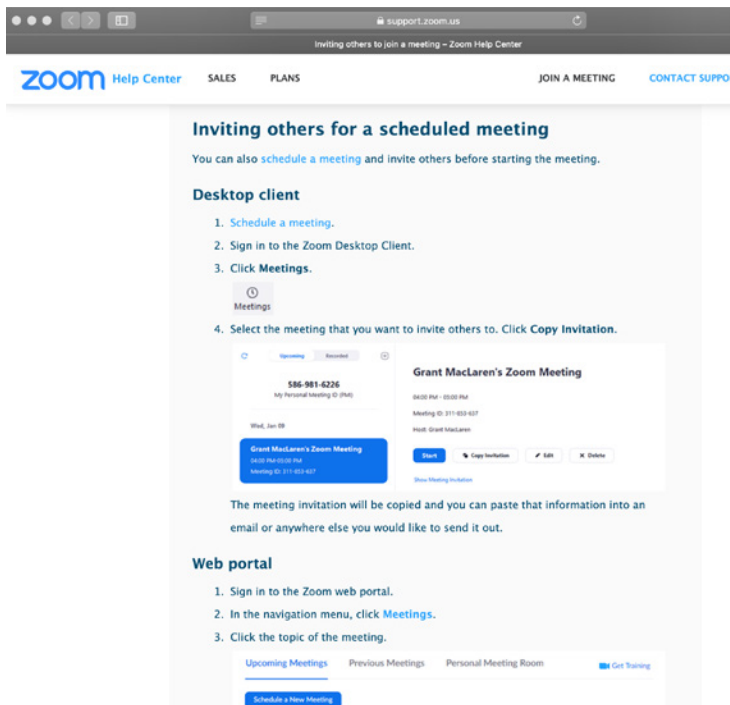
	Meeting	Webinar
<b>Description</b>	Zoom meetings are ideal for hosting more interactive sessions where you'll want to have lots of audience participation or break your session into smaller groups.	Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.
<b>Best used for</b>	Small to large groups (2+ participants) for: <ul style="list-style-type: none"> <li>› Less than 10 participants at a local meeting</li> </ul>	Large events and public broadcasts (50+ attendees) such as: <ul style="list-style-type: none"> <li>› Town halls</li> <li>› Quarterly updates</li> <li>› Educational lectures</li> <li>› More than 10 people at a local meeting</li> <li>› Control of who is speaking</li> </ul>
<b>Participant roles</b>	<ul style="list-style-type: none"> <li>› <a href="#">Host and co-host</a></li> <li>› <a href="#">Participant</a></li> </ul>	<ul style="list-style-type: none"> <li>› <a href="#">Host and co-host</a></li> <li>› <a href="#">Panelist</a></li> <li>› <a href="#">Attendee</a></li> </ul>
<b>Audio sharing</b>	<ul style="list-style-type: none"> <li>› All participants can mute/unmute their own audio</li> <li>› Host can mute/request to unmute participants</li> <li>› The Host can set all participants to mute upon entry</li> </ul>	<ul style="list-style-type: none"> <li>› Only the Host and panelists can mute/unmute their own audio</li> <li>› Attendees join in listen-only mode*</li> <li>› The Host can unmute one or more attendees</li> </ul>
<b>Participants list</b>	Visible to all participants	Visible to host and panelist
<b>Meeting reactions</b>	✓	N/A
<b>Nonverbal feedback</b>	✓	Only <a href="#">raise hand</a>
<b>Q&amp;A</b>	N/A	✓
<b>Video sharing</b>	All participants	Hosts and panelists

\*Note: If the host or co-host enables Allow to talk for an attendee, they will be able to enable their microphone as well as mute and unmute themselves.

# PRIOR TO HOSTING A ZOOM SESSION:

If you don't already have one, create a Zoom account. Contact systems [systems@una.ca](mailto:systems@una.ca) in order to obtain a UNA Zoom account. This gives you access to the licensed services which you will require to host local meetings. The benefits of the license is it gives you more than 40 minutes in a meeting, create separate rooms if required and provide an ability to host a webinar.

## Schedule the Zoom meeting



# PRIOR TO A LOCAL MEETING:

- › Encourage participants to join 15 minutes prior to the start time to ensure they have the App and the latest update
- › Put meeting notice on the Union bulletin board. Encourage all members to obtain a UNA email.
- › If members do not have internet access or adequate computer ability, they can call into the meeting.
- › Send out an agenda and any other important documents via email prior to the meeting as well as the link to the Zoom meeting.
- › Designate a note taker.
- › Designate a moderator to monitor the chat and raised hand icon. Their role is to tell the chair who is next up to speak, or if any questions come from the chat space. The moderator is provided with "co-host" privileges.
- › Ensure that your mic and video are working and complete a systems check with your notetaker and moderator
- › Have a practice session with your executive.

## Available Functions When Hosting a Meeting/Webinar

- › Mute participants
- › Request that a participant unmutes
- › Stop a participant's video
- › Request that a participant starts their video
- › Prevent participants from [screen sharing](#)
- › Rename a participant
- › Lock the meeting to prevent anyone new from joining
- › Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host).
- › Host can designate someone else to host if they have to leave the meeting early
- › Recording – recommend not to record – if need to record ie) education or presenter, you should be in the Webinar function which allows only the host to record

## DURING THE MEETING

If in meeting mode, you want to ask to have the members participate with the video on. Participants will not have video displayed if in Webinar mode

### Preamble if using Meeting function

Welcome to today's meeting. For today's Zoom meeting I will be muting all of your microphones. You will be unmuted by my co-chair once I have recognized you to speak. I kindly request that you all turn on your video and that you are in a private area, as information we share may be confidential. In order to know who is attending, please click on participants icon. You can also use the chat feature here as well as the raised hand feature. I request that you raise your hand if you wish to speak. Go to Participants list and you will notice an icon that says raised hand. This is how you will be recognized and we will do our best to ensure that you will be recognized in the order in which you raised your hand. Please lower your hand once you've been recognized. The chat feature should only be used for technical issues, unless I specifically request that you respond in the chat feature. Please do not invite participants. If someone needs an invite please submit their name directly to the moderators private chat feature and we will invite the participants. Votes will be completed by raised hands or by chat. I will let you know which feature we are using. Robert's Rules apply.

### Preamble if using Webinar Function

Welcome to today's meeting. For today's Zoom all of your microphones and video will be muted throughout the session. You will be unmuted by my co-chair once I have recognized you to speak. I kindly request that be in a private area, as information we share may be confidential. In order to know who is attending, please click on participants icon. You can also use the chat feature here as well as the raised hand feature. I request that you raise your hand if you wish to speak. Go to Participants list and you will notice an icon that says raised hand. This is how you will be recognized and we will do our best to ensure that you will be recognized in the order in which you raised your hand. Please lower your hand once you've been recognized. The chat feature should only be used for technical issues, unless I specifically request that you respond in the chat feature. There is also a question option that I may ask you to use. Please do not invite participants. If someone needs an invite please submit their name directly to the moderators private chat feature and we will invite the participants. Votes will be completed by raised hands or by chat. I will let you know which feature we are using. Robert's Rules apply.

## Role of the co-host (Moderator)

Ensure all participants are members-  
keep track of attendance

Manage raised hands

Manage chat/question section

Moderator informs the chair who is next on the speakers list. Ask participants, to lower their raised hands once they have been acknowledged by the chair. You can also lower a raised hand if in Webinar mode.

## MAKING A MOTION

This can be done via a raised hand or in the chat section.

Voting on a motion

- › You can use the raised hand function. Moderator to count raised hands.
- › Or, smaller groups can use the chat function. Moderator to count the votes.

If you have any documents you want to show the members you can use the “share document” feature, such as budget documents, motions etc.

## MANAGING PARTICIPANTS IN A ZOOM MEETING

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

