



## Guide to the virtual FPEIM Annual Meeting

Monday, April 26, 2021

9:30 am – 2:30 pm

Here is a guide to help you sign on and navigate the FPEIM annual meeting on Zoom. It will also explain the procedure to speak, ask questions, make and second motions, and to vote during the business portion of the meeting.

Please read this document prior to participating in the meeting.

Each delegate should have received an email with a link to the meeting when they registered. I will also resend the link to all registered participants early Monday morning, so it is at the top of your inbox.

### Tips for using Zoom

- If you have never used Zoom before, when you click the meeting link, you may be prompted to install the Zoom app. This may take a couple of minutes, so you might want to try signing on to the meeting a few minutes early.
- You do not need a Zoom account to participate in the meeting.
- All you need to participate in the meeting is a computer with speakers or a mobile device. Using a web camera or the camera on your mobile device is optional. If your computer does not have a microphone, i.e. a desktop computer, there is a chat function, so you can type any questions you may have during the meeting.
- When you are signing in for the first time, you may be prompted to enter your name. Please enter your first and last name. This will help us during the voting and questions, as we will be able to see your name. If you don't do this, you may be signed in as Joe's iPad or Samsung phone and we won't know who you are.
- When you are signing on, you will be placed in a waiting room until FPEIM staff let you in to the meeting. We will be online at 9:10 am to start letting delegates into the meeting.

- When you sign on, you may have to click on “sign in using device audio”, “call over internet” or “sign in using computer audio”. On a computer and mobile device, the button is located in the bottom left corner of the screen.
- You may have to place your mouse over the bottom of the computer screen or touch your device screen for the toolbar on the bottom to pop up.
- To bring up the chat function, click on the “chat” button on the bottom of the screen. On a mobile device, you may have to click on the “more” button to get the chat option. On a computer, this will bring up a side bar on the right side of your computer where you can type questions or make motions. On a mobile device, it will bring up a whole new screen for the chat function. You can close the chat screen to return to the meeting screen with the “close” in the top left corner.
- You can also see a list of participants in the meeting. Click on the participant button at the bottom of the screen. This will bring up a list of participants in the top right corner of your computer screen. On a mobile device, it will bring up a whole new screen. You will have to use the “close” in the top left corner to return back to the meeting screen. If you need to change your screen name, you can do it from the participant’s window. If you hover your mouse over your name, it will give you the option to “rename”. On a mobile device, you will have to tap on your name and it will give you the option to “rename”.
- Please keep your microphone muted unless the moderator has called on you to speak. You can mute your microphone by clicking on the “microphone” button on the bottom left corner. When the red line is through the microphone, your microphone is muted. Everyone will be muted automatically when you sign in.
- If you have a web cam or device with a camera, you can click on the “start video” button beside the “microphone” button on the bottom left corner. If you don’t have a good internet connection, you may want to keep your camera off as this increases your bandwidth. Everyone’s camera will be off when you sign in.
- There is a “raise your hand” function within Zoom. To raise your hand on a computer, you must have the participant’s window open. If it’s not open, click on the “participants” button. This will bring up a window on the top right corner. In the bottom right corner of that window, you will see the “raise hand” button. On a mobile device, click on the “more” button and then on the “raise hand” button. After you have been allowed to speak, please put your hand down, by following the directions above.
- If you accidentally sign out of the Zoom meeting, you can sign back in by clicking on the link in the email you received.
- If you have any problems, you can contact John or Julie by email or text – John at [jdewey@fpeim.ca](mailto:jdewey@fpeim.ca) or 902-393-0999 or Julie at [jmcmurrer@fpeim.ca](mailto:jmcmurrer@fpeim.ca) or 902-629-0862. Email may be the quickest way to reach us, as our phones will be on silent during the meeting.
- When viewing the meeting, you can change the view, either gallery or speaker view. Gallery view will allow you to see several of the participants on the screen. Speaker view will only show the speaker. We recommend using speaker view. To change the view on a computer, there is a “view” button on the top right side of the meeting screen. Click on this to switch from gallery to speaker view.

- You can also “react” during the meeting. There is a “reactions” button where you can “clap”, give “thumbs up”, “heart”, “LOL”, “surprise” or “celebrate”. On the computer, this is located in the bottom tool bar on the right side. To find the reactions on your mobile device, click the “more” button and the emojis should appear above the “chat” and “raise hand” function.

### **How to connect to the meeting via Zoom**

- Click on the link in the email you received after you registered or that is sent to you Monday morning. You can use a laptop, desktop computer, mobile phone, or tablet. If you click on the link and it doesn’t take you to the meeting or start the Zoom app, you may have to copy and paste the meeting link into your web browser and hit enter. This should bring you to the meeting or start the Zoom app. On a computer, you may get a pop up that asks you what application you want to use to launch the meeting. Make sure the Zoom app is highlighted and then click “open link”.
- When you sign on, please make sure that your first and last name are displayed. This will help us identify participants.
- When you sign on, you may have to click on “sign in using device audio”, “call over internet” or “sign in using computer audio”. On a computer and mobile device, the button is located in the bottom left hand corner of the screen.
- To access the toolbar on the bottom of your screen, you may have to hover your mouse over the bottom of your computer screen, or tap the screen of your mobile device to get it to show up.

### **How to vote**

On Zoom, there is a polling feature that we will use for voting. There are only three voting delegates per member municipality, and they must be elected officials. We have a list of the voting delegates, and before the voting starts, we will display the list. Please check this list for your name to make sure you are eligible to vote. If you are not eligible to vote, please do not vote.

When it is time to vote on a question, a box will appear in the middle of your screen. Simply make your selection in that box within the time limit. We will share the poll results with all the participants. If you do not see the poll in front of you, find the polls button in the Zoom tool bar at the bottom of your screen and click on it to bring the poll back.

### **How to intervene during the AGM**

The Chair will ask you to use the “chat” feature to:

- Move or second a motion

- Indicate that you would like to ask a question. President MacDougall will field the questions, both verbal and written, in the order that they appear in the “chat” function. When he asks you to speak, please unmute yourself and ask your question.
- If you have a question, but do not have a microphone, you can type your question into the chat function. President MacDougall will field the questions, both verbal and written, in the order that they appear.