

Virtual General Membership Meeting Rules & Etiquette

To make our online meetings productive, respectful, and fair for all members, please follow these guidelines. As a reminder, our meetings are recorded and transcribed for accurate minute taking.

Before the Meeting

- Review the Agenda – Agenda items were sent 14 days in advance.
 - New items cannot be added unless a motion is made, seconded, and passed by majority vote.
- Prepare Your Technology – Test your camera, microphone, and internet.
- Set Your Display Name – Your full name must be visible to all members.
 - If it is not, the Chair or designate will ask you to state your name to verify your membership.
 - Members who cannot be verified will be removed from the meeting.

During the Meeting

- Cameras On (if possible) – Helps engagement, connection, and accountability.
- Microphones Off Unless Speaking – Reduces background noise and distractions.
- No Interrupting – Wait until recognized by the Chair before speaking.
- Respectful Dialogue Only – Disagreement is fine; personal attacks are not.
- Chat Box Use – Only for sharing resources or relevant links.
 - No side conversations, debating the topic, or inappropriate comments.

Prohibited Behaviour

- Violence, Threats, or Harassment – Will result in immediate removal.
- Intoxication (of any kind) – Will result in removal.
- Disruptive or Repeated Rule Violations – May result in being muted, warned, or removed.

Meeting Length

- Meetings will run no longer than 2 hours to respect members' time.