

CITY OF WHITE ROCK

Virtual Meeting Procedures

Getting Started

1. If you are joining the meeting through your computer/ laptop you do not need to download the Microsoft Teams application in order to participate in the meeting. You will be able to join the meeting through the Teams link, which will be distributed to members along with the agenda package for the meeting.

Note: We highly recommend that members create a Teams account/ download the app/ software to participate in meetings. This will provide the best user experience.

2. Please log onto the meeting at least 10 minutes early. This will give members and staff time to troubleshoot any technical issues that may arise.
3. Position your camera properly. Ensure your camera is stable and focused at eye level.
4. It is preferred that participants use earbuds that include a microphone. This allows for clearer sound through the feed.
5. Ensure the Wi-Fi network can accommodate the use at the time of the meeting.
6. Ensure others are not using your home Wi-Fi for streaming at the same time.
7. Turn off other devices to avoid unexpected ringing, answering of another device or feedback during the meeting.
8. When joining the meeting, ensure you type your first and last name so we know who you are.
9. Once you have entered the meeting you will be placed in the “waiting room” Staff will begin admitting members close to the meeting start time.
10. The Chairperson of the meeting will need to wait to start the meeting until they are advised that the Committee/ Task Force has achieved quorum. Similar to a regular Committee/ Task Force meeting members are to refrain from discussing the agenda/ topics on the agenda until the meeting has officially been called to order.

Administration

P: 604.541.2124 | F: 604.541.9348

City of White Rock

15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6



www.whiterockcity.ca

Participation

Your camera must be on for the meeting. This is the only way we can ensure that you are participating in the meeting. If there is a technical issue and you are unable to use your camera please let us know.

Note: There are times when it is reasonable to turn off your camera (i.e. you need to step away shortly, changing location to obtain a better signal, interruption from co-worker/ family member); however, the expectation is that we are able to see you for the majority of the meeting.

1. During verbal communication, participants may turn their mic on, and raise their hand when they wish to speak. Wait for the Chairperson to call upon you.
2. To move and/ or second a motion, please state your name prior to the motion.
Example: “John moves that the sun should shine in White Rock every day”.
3. When the chairperson calls the question on the presented motion they will ask for “all in favor” or “all opposed”, please raise your hand (or if your camera is not working you will need to state your name) after one of the those two options.
4. Mute your mic. To help keep background noise to a minimum, make sure your microphone is muted when you are not speaking.
5. If you experience technical issues during the meeting you can email ClerksOffice@whiterockcity.ca and staff will work to help you resolve the issue.

Presentations

1. Presenters will share their presentation via shared screen.
2. If you wish to distribute a document on table at the meeting please send a PDF version to the Committee Clerk at clerksoffice@whiterockcity.ca by **noon** on the day of the meeting.

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