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AND SO, HERE WE ARE.

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PRINCIPLES
of EFFECTIVE MEETINGS

- Clarity of purpose
- Agenda
- Attendance/roles & responsibilities
- Recording
- Timing

- Rapport
- Structured contributions
- Transparency & accountability
- Continuous improvement

FRAMEWORK
for EFFECTIVE
VIRTUAL
MEETINGS

PLAN

ACT

REPORT

EVALUATE

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PLAN ✓

- Procedure Bylaw
- Policy implications
- Notifications
- Meeting procedure considerations
- Implications for other boards and committees
- Other considerations

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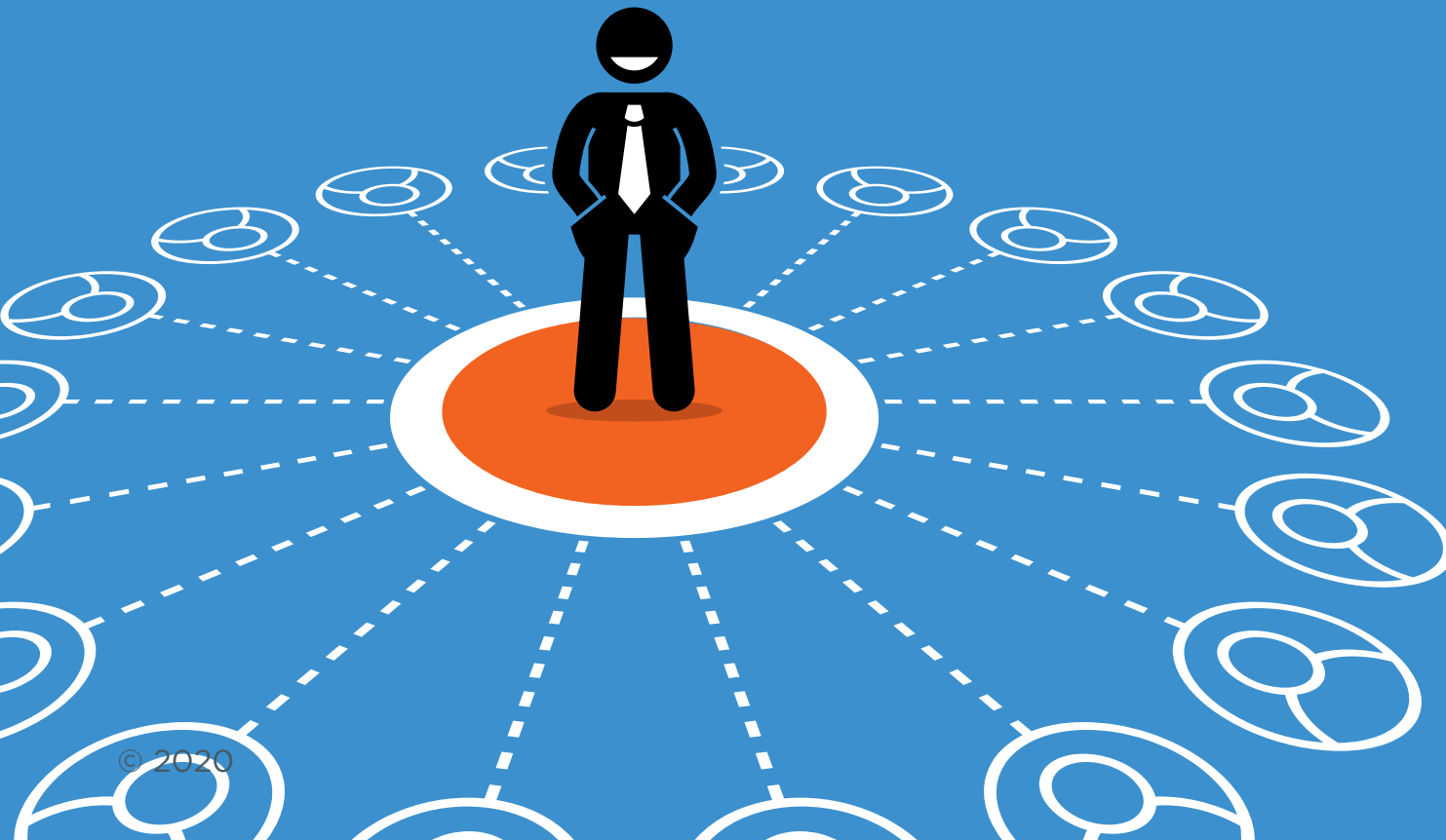
PLAN
Technology & Security

- Teleconference or web platform
- Access codes
- Roll call and dashboards
- Sensitive information (e.g., in camera items)
- Test equipment
- Save bandwidth
- Know your role

PLAN
Processes for technical glitches

Test first

Trouble accessing the meeting

Losing connection

Can't hear participants

Can't see video

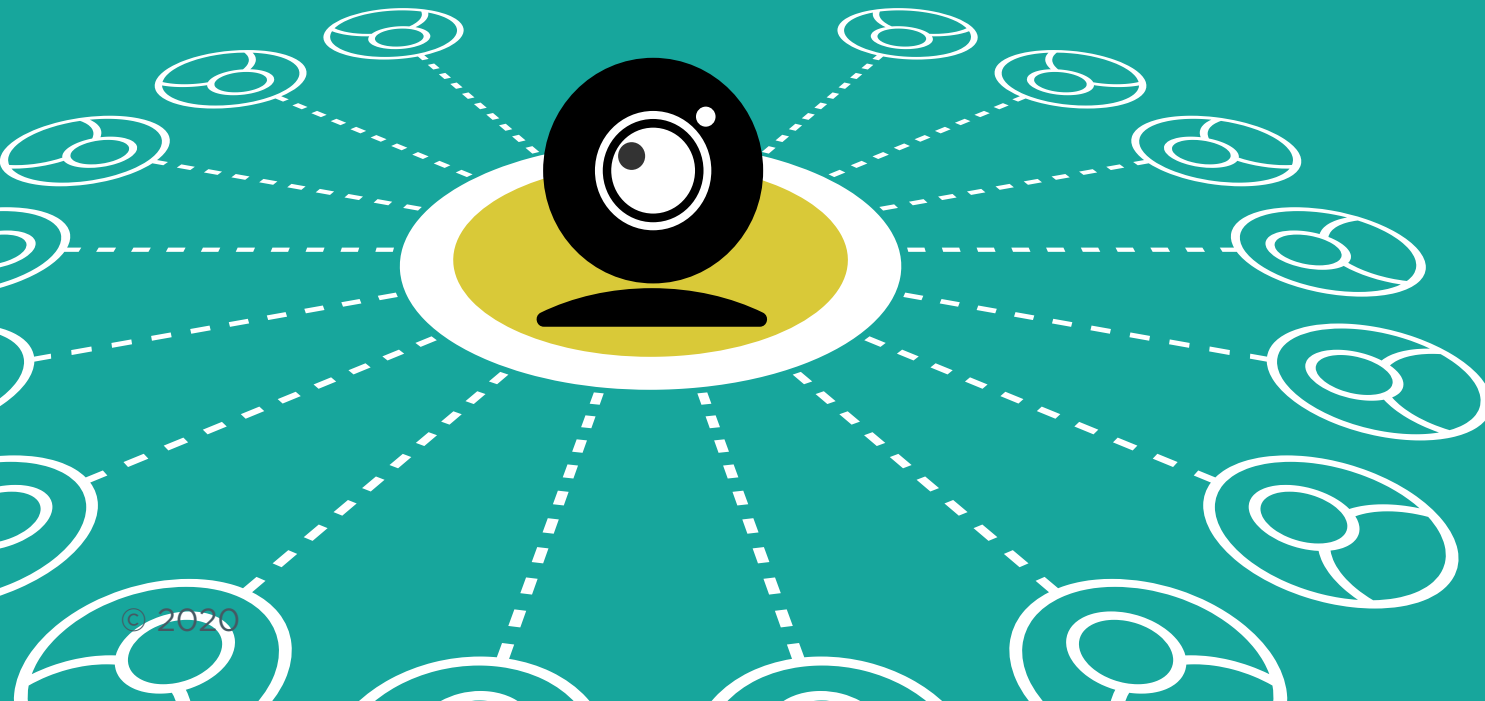Technical issues with web platform or teleconference service

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- Involving the Public
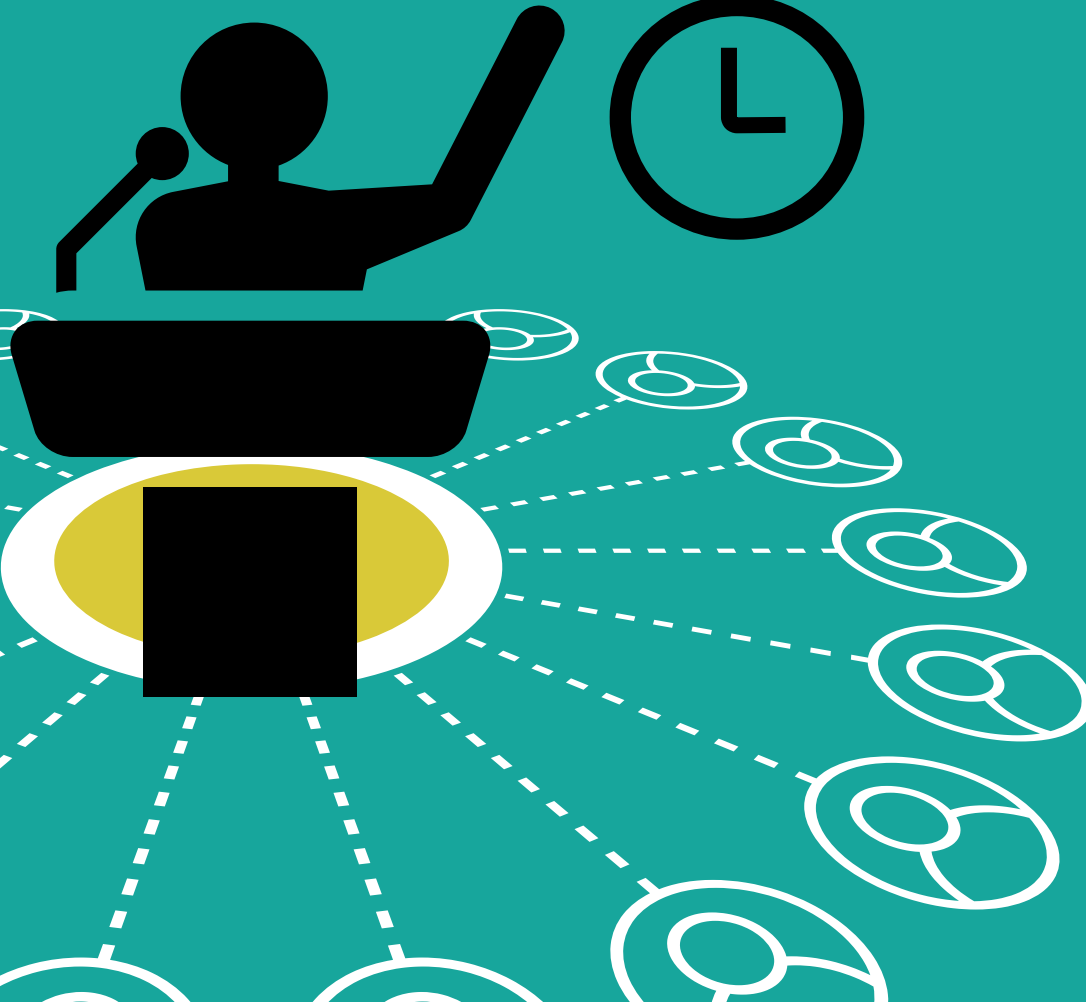- Meeting Processes
- Meeting Etiquette
- Other types of meetings

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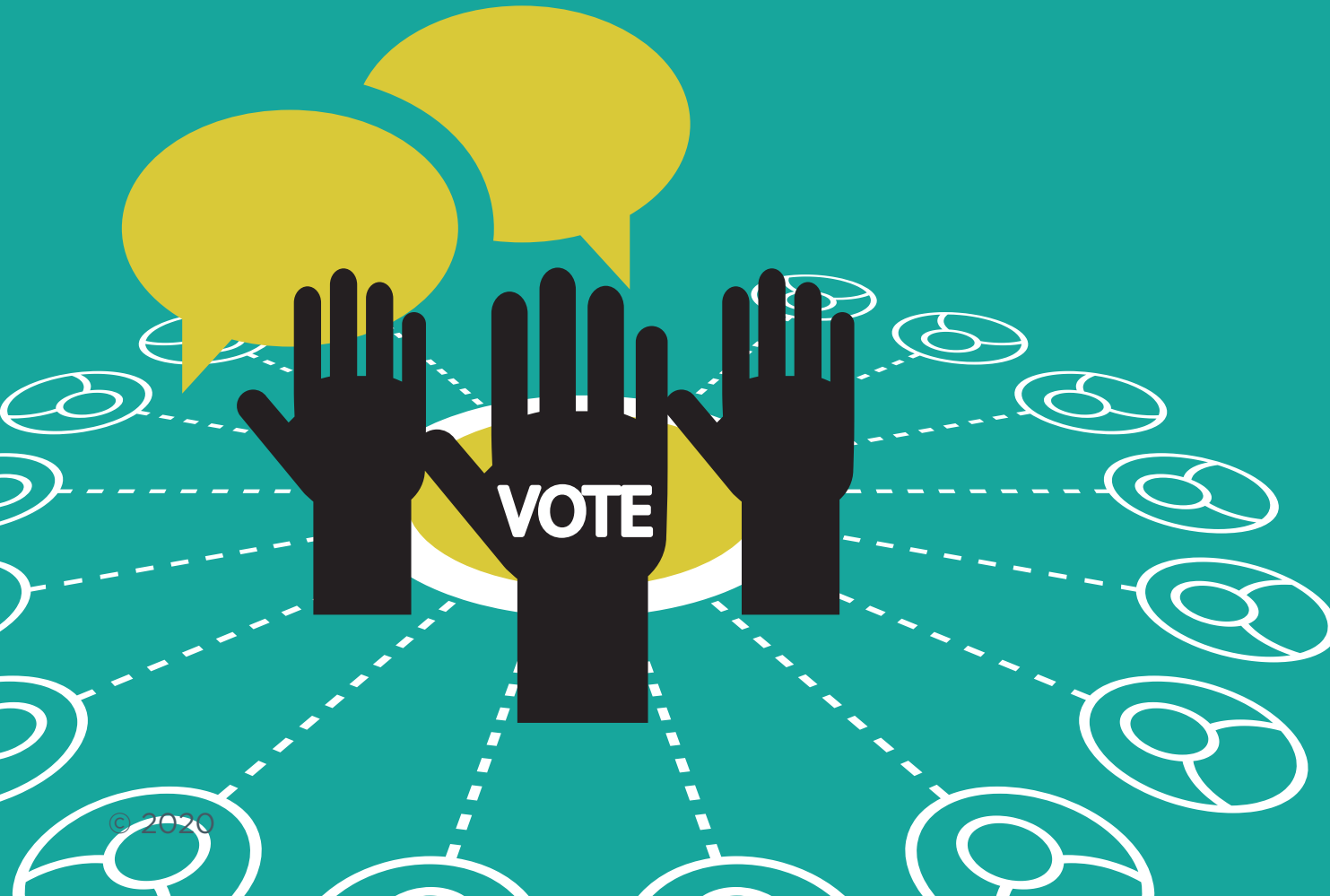
ACT
Meeting etiquette

- Be on time
- Pre-meeting chats
- Crosstalk and other ambient sounds
- Speaking
- Identify yourself & others

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ACT
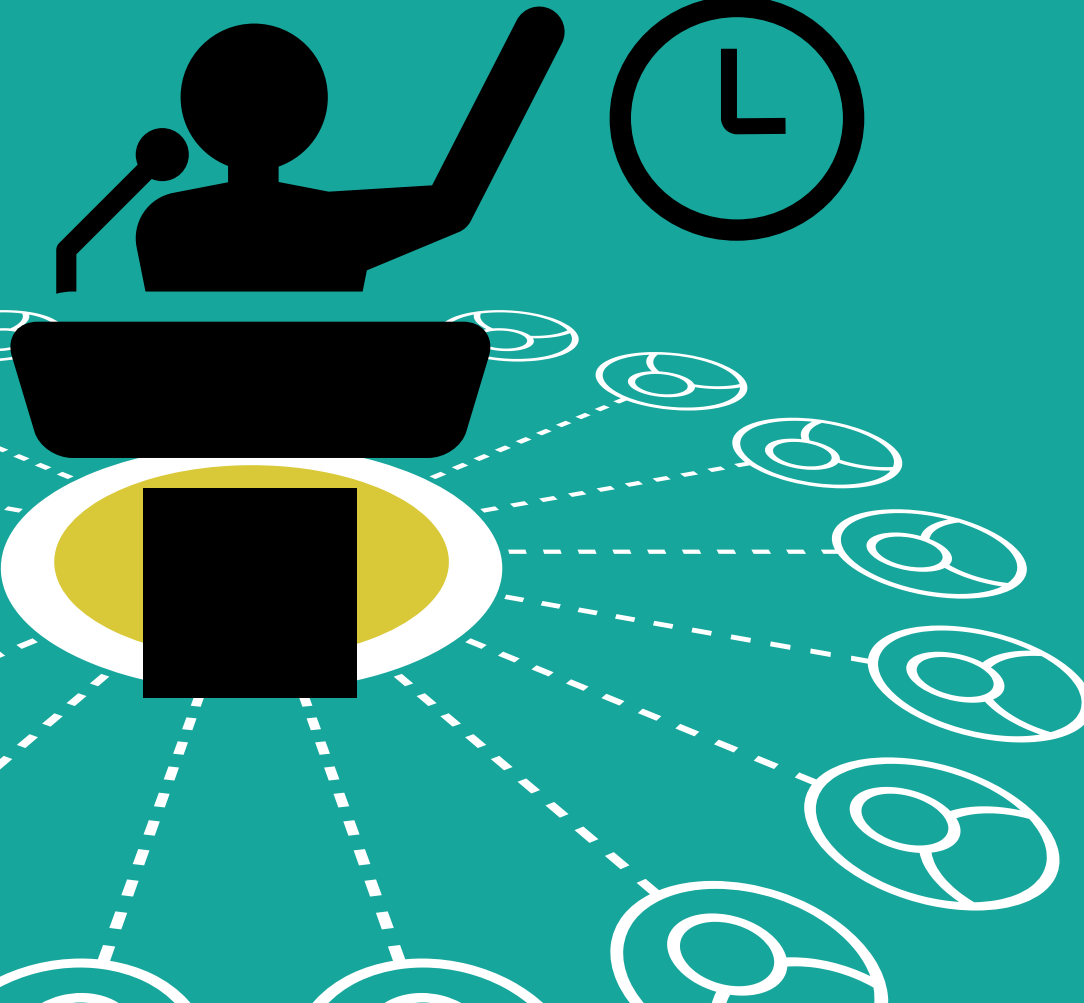Meeting etiquette

- Mute
- Minimize distractions
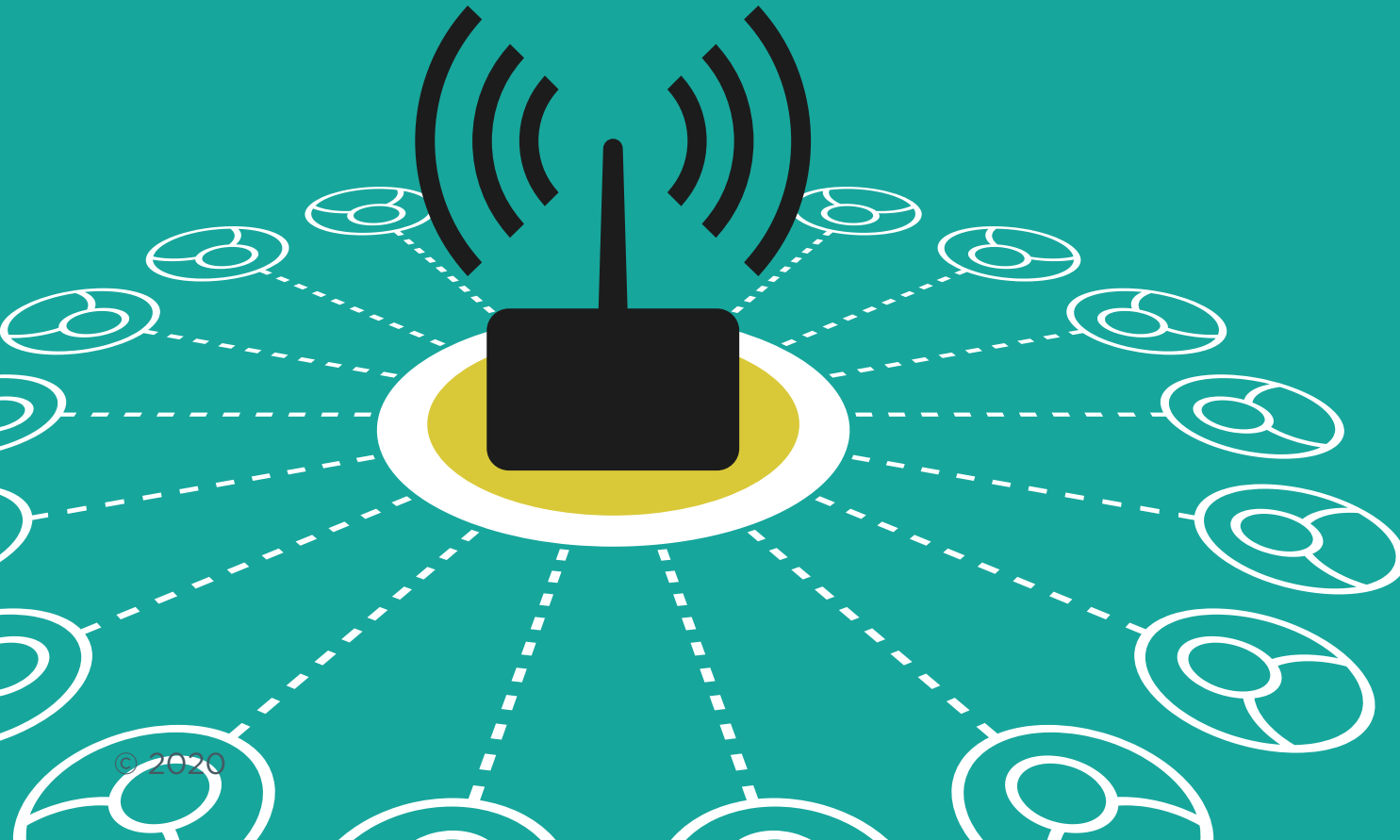- Attire & location
- Give some grace

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ACT
Other types
of meetings

- In camera
- Special
- Public Hearings
  (statutory – i.e., ASPs)
- Committee
  of the Whole
- Emergency
  Meetings

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Report

ACCOUNTABILITY & TRANSPARENCY

Ensure clear and concise information is shared with the public

Record voting and post online

Document all decisions and why you made the choice

EVALUATE

MEETING DEBRIEFS

- What went well?

- Where are there opportunities for improvement?

- How well did the technology support our processes and meet our needs?

- Were we able to effectively meet our obligations to the public?

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REMEMBER...

- New for everyone

- Process will not be perfect

- Don't be in a rush

- Support one another by reaching out to those who are in the same boat and share your learnings:
  – Sturgeon County
  – Westlock County

Thank you.

Q&A

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