



The College of Naturopaths of Ontario

## **COUNCIL MEETING BY VIDEO CONFERENCE**

On April 29, 2020, the Council of the College of Naturopaths of Ontario will meet virtually by video conference. The College will be using the Zoom platform.

### **Security of the Video Conference**

In order to ensure that the conference call system is secure from external influence, the College has taken several important steps.

First, all participants (including observers) will be required to register for the meeting in advance of the meeting date and all registrants will be vetted and approved by the College.

Second, in order to access the system, participants will have to use a link provided by the College and enter a password to gain access.

Third, all participants will be required to wait in the “waiting room” for approval to enter the call. This includes individuals who wish to access the call later or those who leave the call and wish to return. The conference organizer is responsible for authorizing entry to the call.

Fourth, all participants will be “muted” when entering the call. Individuals will be unmuted by the organizer when they are recognized by the Chair of the meeting to speak.

Lastly, in the unlikely event that a person is able to infiltrate the call, the organizer will have the ability to broadcast a different image to all participants until the infiltrator is removed. Only the organizer is able to project their screen to participants.

### **Video Conference Protocols to be Used by the College**

**Participants Muted** – As noted above all conference participants will be muted upon entry and will be muted until they are recognized by the Chair to speak in the meeting. We recognize that this is outside of the normal protocols but since observers and participants will be intermingled, there is no alternative means to maintain order for the meeting.

**Indicating Desire to Speak** – Any participant who wishes to speak to a matter will be asked to use the Chat feature to indicate their desire to the Registrar (note, the default setting for the Chat feature is to message “everyone”, please change this to “organizer” at the beginning of the meeting). The Registrar will be in constant communication with the Chair via a secondary communication process to provide a list of speakers at any given time.

**Motions** – To make the process easier to all, the Chair will call for motions that are specifically worded to the item under discussion. For example, approving the Consent Agenda would be done by the Chair asking “May I have a motion to approve the Consent Agenda (as presented or as amended)” depending on the preceding discussion. It would be inappropriate to forbid Council members to make their own motions; however, if you wish to make a motion spontaneously, you are asked to use the Chat feature and alert the organizer (the Registrar)

that you wish to move a motion. This will be conveyed immediately to the Chair to recognize the speaker wishing to make a motion. Preplanned motions will be sent by the organizer to all participants by the Chat feature to ensure you are aware of the motion when you vote. Spontaneous motions will be drafted by the organizer.

**Moving and Seconding Motions** – Once a motion is on the table, whether it is one that has been prepared in advance or one that is made spontaneously from the floor, the Chair will ask for someone to Move the Motion (if it is prepared in advance). Persons indicating that they wish to move the motion are asked to use the “raise my hand” option found in the Chat feature on the platform. It is located on the bottom right hand side. The Chair will indicate who the mover is for the record, the organizer will clear the raised hands, then the Chair will ask for someone to second the motion. Again, participants wishing to second the motion are asked to raise their hand using the feature on the platform and the Chair will identify the official seconder for the record. Once the motion is passed please select “lower my hand”.

**Further Discussion** – The Chair will ask, once a motion is made and seconded, if there is any further discussion, participants wishing to add to the discussion are asked to “indicate their desire to speak” as set out above.

**Voting** – Once all further discussions are concluded, the Chair will call the question, typically “All in favour of the motion”. To vote in favour, you can indicate so by using the “raise your hand” feature. The Chair will rule whether the motion is passed based on the votes. For close votes, the Chair will ask for those opposed. Once the voting is completed please select “lower my hand” so the Chair can move to the next agenda item.

### **Tips for a Successful Call**

Here are a few tips for making our video conference call successful.

- **Remember – Video Conference – means we can see you and you can see us.** There is a video circulating on the internet of a young woman who is on a video conference and forgets this and moves her iPad into the washroom. Not the kind of infamy she was hoping in her life, for certain.
- **Be patient** – Procedures will take longer than they do in person so please be patient to allow the Chair to follow the proper steps.
- **Expect Interruptions** – These will happen and are unavoidable. Kids, husbands, wives, dogs, cats, they will come into view from time-to-time. Let’s expect it so we are not surprised by it. Smile to yourself but don’t interrupt the full meeting to acknowledge.
- **Use the Features Available** – Please remember to use the features available in Zoom, for example, raising your hand and messaging the organizer.
- **Focus on the Call and Topic** – Being in your home, you will be tempted to lose focus on the screen and on the topic of discussion. Try your best to focus on it, perhaps take some notes to keep your concentration up.
- **Business Meeting** – This is a business meeting as opposed to a social visit with your colleagues. Focus on the task at hand. The College will leave time at the end of the session, after the motion to adjourn has been seconded, for people to chat with one another.

### **Executive Committee Elections**

The Executive Committee elections will proceed as planned. In the event that there is a

contested election, we will follow the process set out in the policy, including:

- Voting first for the position of President, followed by Vice President, Officer-at-Large (Public Member), Officers-at-Large (Professional Members) of which there are two;
- Allowing each candidate to speak for up to three minutes and;
- Secret balloting.

Secret balloting will occur using the following process:

- While the candidates are making their remarks, a link to an on-line ballot for that position will be e-mailed to you.
- At the conclusion of the remarks from all candidates, voting will open and you will be invited to click the link in the e-mail and cast your vote.
- Once you have voted, you are asked to raise your hand on the Zoom platform.
- When all have voted, the scrutineers will examine the vote outcome.
- If more people have voted than are permitted, the vote will be invalidated, and a new vote will be taken.
- Once the votes casted are equal or less to the number of eligible voters, the results will be announced.