

**The Manitoba
Association of
Parliamentarians**

Better Meeting Management

The electronic meeting series

January 19, 2022

- Scheduling -

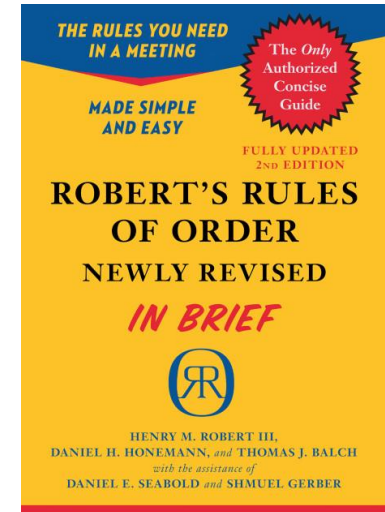
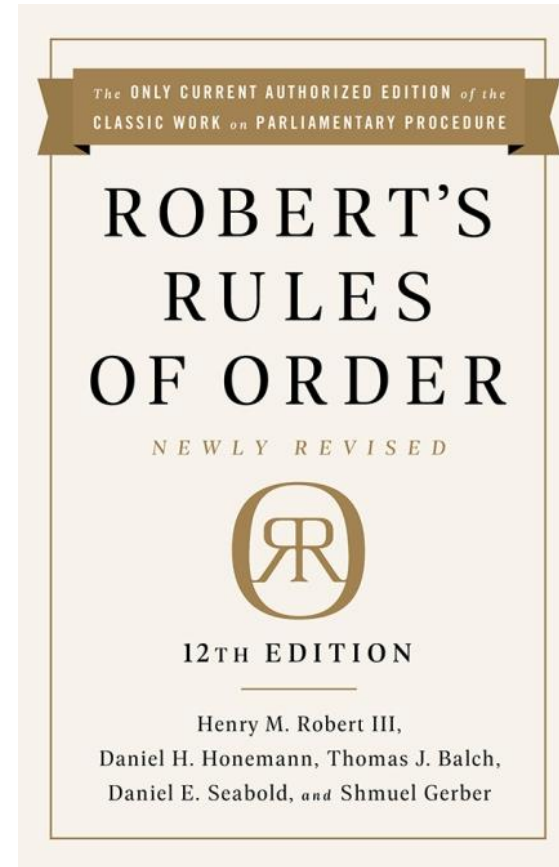
Presented by

Paul Therrien, BA, M.Ed., CPHR-Ret.

The electronic meeting series

This series of five sessions is aimed at providing participants with **the basics** regarding the Zoom platform and how it can meet the meeting requirements of *Robert's Rules of Order Newly Revised 12th ed.*

(RONR 12th ed.)



The image shows the Zoom logo, which consists of the word 'zoom' in a blue, lowercase, sans-serif font.



Disclaimer

The information presented does not constitute legal advice and should not be construed as such.

The Manitoba Association of Parliamentarians and this presenter do not endorse any specific product or service mentioned.

ZOOM is used for illustration purposes and is probably the most widely used videoconferencing platform.

Objectives-Scheduling

- What RONR says about scheduling meetings
- Scheduling a meeting on Zoom
- The Notification
- Q&A
- *Next session – Registration*



An Electronic Meeting

An electronic meeting is one that allows for the **“SIMULTANEOUS AURAL COMMUNICATION AMONG ALL PARTICIPATING MEMBERS”** and is authorized by the organization’s **Bylaws**. (e.g., teleconference, audioconference, videoconference)

RONR (12th ed.) 9:30-36

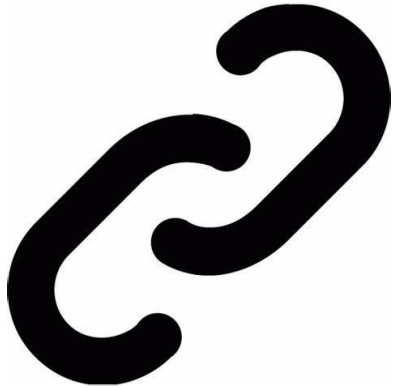
RONR (12th ed.) - Appendix – Sample Rules for Electronic Meetings

What RONR says about scheduling meetings



- “1:7..The call of a meeting is a **written notice** of its **time** and **place** that is sent to **all members** of the organization **a reasonable time in advance..**”
- “9:5..When notice is required to be sent, unless a different standard is specified that requirement is met if written notice is sent to each member either: a) by postal mail to the member’s last known address; or **b) by a form of electronic communication, such as e-mail or fax, by which the member has agreed to receive notice..**”
- RONR (12th ed.) 9:30-9:36 – *Electronic Meetings*

The Notice



*“9:36... The **notice** of an electronic meeting **must include** an adequate description of **how to participate in it** (for example, the telephone number to call for a teleconference must be provided)...”*

See all of 9:36

- Robert, Henry M.. Robert's Rules of Order Newly Revised, 12th edition (p. 130). Public Affairs. Kindle Edition.



- ***“9:36 If an organization authorizes its assembly, boards, or committees to hold **electronic meetings**, such a provision should indicate whether **members who are not present in person** have the right to participate by electronic means, or whether the body may choose to allow or disallow such participation; and, conversely, whether there is required to be a **central location for members who wish to attend meetings in person.**”***
- ***“Hybrid” meetings.***
- Robert, Henry M.. Robert's Rules of Order Newly Revised, 12th edition (p. 130). PublicAffairs. Kindle Edition.

10. Technical malfunctions. *Each member is responsible for his or her connection to the telephone conference call and to the Internet; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.*

Robert, Henry M.. Robert's Rules of Order Newly Revised, 12th edition (p. 646). PublicAffairs. Kindle Edition.



ZOOM

- ✓ Zoom has a free version that allows up to 100 participants for a 40-minute meeting.
- ✓ Other Zoom “plans” provide for more participants, longer meeting durations, and options specific to the plan chosen.
- ✓ Always check to determine if the version you are using will meet your requirements.
- ✓ Always use the most recent version.

Scheduling a meeting on Zoom

The settings – are found on the Zoom portal at **Zoom.us**

The preferences set here will be consistent for all future scheduled meetings unless changed.

Zoom - Video Conferencing, Cloud Phone, Webinars, Chat ... ✓ 

<https://zoom.us> ▾

"Zoom is probably the most well-received collaboration tool that we've seen at Fox in 20 years. There is no other tool that has brought people closer together than Zoom." Doug Goetz at 21st...

Sign In ✓

Sign In - Zoom. Zoom is the leader in modern enterprise video ...

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Introducing the new Zoom Learning Center! Join us for free on-demand courses, live ...

Meetings ✓

Zoom Meetings for mobile provides the same great experience that you'd expect ...

Covid-19 Resources ✓

Zoom is providing support to help navigate remote work and effectively use Zoom ...

Plans & Pricing ✓

Zoom Video Conferencing Plans & Pricing | Zoom - Zoom

Conference Rooms ✓

Zoom Rooms include the ability to dial out to standards based SIP/H.323 endpoints. ...

Download for Windows ✓

Download for Windows - Zoom. Zoom is the leader in modern enterprise video ...

Live Demo ✓

Live Demo - Zoom. Zoom is the leader in modern enterprise video ...

Test Zoom ✓

Join a Test Meeting - Zoom. Zoom is the leader in modern enterprise video ...

Post Attendee ✓

Post Attendee - Zoom. Zoom is the leader in modern enterprise video ...

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Meetings

Upcoming

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Personal Room

Meeting Templates

📅 Start Time to End Time

Today

05:00 PM - 06:00 PM My Meeting

Meeting ID: 842 7194 6426

Wed, Jan 19

07:00 PM - 08:00 PM Better Meeting Management 01

Meeting ID: 896 4344 3361

Wed, Feb 16


07:00 PM - 08:00 PM Better Meeting Management 02

Meeting ID: 814 6206 8603

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Security

Require that all meetings are secured with one security c

Require that all meetings are secured with one of the folk
"Only authenticated users can join meetings". If no securi
Waiting Room. [Learn more](#) 

 Per new security guidelines, you cannot change this
more information.

Waiting Room

When participants join a meeting, place them in a waiting
Enabling the waiting room automatically disables the sett

Schedule Meeting

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Allow participants to join before host


Allow participants to join the meeting before the host arrives



Participants can join before start time


Scheduling Meeting

Mute all participants when they join a meeting

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 



Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client. 



Schedule Meeting

Topic

Start:

Duration:

Recurring meeting

Meeting ID

Generate Automatically Personal Meeting ID 288 219 3554

Security

Passcode
Only users who have the passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States and Canada [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ^

Allow participants to join before start time

Mute participants upon entry

Automatically record meeting

Locally In the cloud

Enable additional data center regions for this meeting

Approve or block entry for users from specific countries/regions

Alternative hosts:

Allow alternative hosts to add or edit polls

Better Meeting Management 01

7:00 PM - 8:00 PM

Meeting ID: 896 4344 3361

[Start](#) [Copy Invitation](#) [Edit](#) [Delete](#)

[Hide Meeting Invitation](#)

Paul Therrien is inviting you to a scheduled Zoom meeting.

Topic: Better Meeting Management 01
Time: Jan 19, 2022 07:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/89643443361>

Meeting ID: 896 4344 3361

One tap mobile
+13462487799,,89643443361# US (Houston)
+16465588656,,89643443361# US (New York)

Dial by your location

- +1 346 248 7799 US (Houston)
- +1 646 558 8656 US (New York)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada

Meeting ID: 896 4344 3361
Find your local number: <https://us02web.zoom.us/j/89643443361>

The Meeting Invitation

We have:

Reviewed the very basic RONR meeting requirements;

How the Zoom platform meets the RONR requirements for scheduling;

The basics of scheduling a meeting on Zoom;