

HR Committee support document

Meeting norms for HR Committee members and observers (“participants”)

Virtual participation:

- Participants are asked to “show up” to the meeting a few minutes early to test their audio and video connections and are encouraged to reach out to Boardsupport@engineerscanada.ca in advance if they anticipate any connection or technological issues.
- To increase meeting engagement and participation, committee members are requested to turn on their cameras during the meeting when possible. Meeting observers may keep their cameras off.
- Participants are asked to self-mute when they are not speaking to minimize background noise. If a participant is muted by an organizer, this is because there was feedback on the line.
- During all breaks, participants are asked to use the self-mute function and turn off their cameras, instead of leaving the meeting to minimize any technical issues and disruption upon re-connection.
- The “Raise your hand” function is used if a participant wishes to ask questions and/or make comments. Alternatively, participants may say their name with an un-muted microphone and obtain permission from the Chair before speaking.
- Participants are welcome to use the “Reaction” functions to express support for ideas, however using the “Chat” feature for sidebar conversations or debates is discouraged, and these discussions should instead take place within the meeting.
- Participants experiencing a technological issue during the meeting should advise the chair and participants, if possible, through the chat feature. If the problem persists, the participant should try disconnecting and reconnecting to the virtual meeting.

To conduct the meeting with reasonable time and fairness:

1. Committee members are expected to come to meetings prepared, having read the pre-circulated materials in advance, and should participate during all discussions, taking care to avoid multi-tasking.
2. Participants are asked to arrive at meetings on-time, or to advise the Chair if they will be running late. Similarly, participants should notify the Chair in advance if they need to leave the meeting early.
3. Wordsmithing of motion texts should be avoided as much as possible so that the meeting can stay on track. If the proposed motion and related decision is understood, committee members should move to a debate and discussion on the proposal and should not focus attention on perfecting the text.

4. Participants are asked to keep comments short and concise and will be limited to two (2) chances to speak on any one issue or motion. An opportunity to speak a second time will be granted only after everyone has had a chance to speak.
5. Restating or reiterating the same point is strongly discouraged.
6. In the virtual environment where meeting participants are not able to demonstrate their agreement by nodding, they are encouraged to use the “Reaction” buttons to identify their informal support of others’ statements.
7. A safe and respectful environment is encouraged at all times.