



CAPALABA STATE COLLEGE PARENTS & CITIZENS ASSOCIATION

Video Conferencing Procedure

Updated 23th March 2020

Accepted by motion 27th April 2020

Amended by motion 24th August 2020

Updated 21st March 2022

1. Rationale

Capalaba State College P&C Association (P&C) is committed to providing a safe and secure meeting environment which promotes participation in the school community and acknowledges the diversity and personal commitments of Association members.

2. Aims

P&C is committed to providing an inclusive environment where all members can attend. Video Conferencing is made available to ensure members who cannot attend in-person meetings are still able to participate. This procedure aims to provide an effective, efficient and controlled video conferencing facilities.

3. Meeting moderator

A meeting moderator (“host”) is appointed by the Executive Committee prior to the meeting. This individual:

- 3.1 Sets up the Virtual Meeting Space (VMS)
- 3.2 Monitors Quorum during the meeting
 - Takes Record of Quorum at the beginning of the meeting plus on each vote/motion.
 - Notifies the meeting chair should Quorum lapse for more than 5 minutes during the meeting. It may be necessary to momentarily adjourn the meeting especially in the instance a lapse in Quorum has been caused by technology drop-outs.
- 3.3 Assist members with accessing the VMS, including:
 - Responding to chat questions during the meeting
 - Muting members whose audio is on when they aren’t actively speaking
 - Records the meeting (if applicable)

4. Participation

All members will be forwarded an invitational link to participate in video conferencing by the P&C Executive for each general meeting.

Members attending via video conferencing shall ensure that they adhere to all security measures as required by this Procedure.

- 4.1 The participant is required to access the video conference with their full name and must be identifiable by the P&C Executive. If the identity of the participant cannot be verified the video conference link to them will be terminated.

- 4.2 The participant shall abide by the same protocols as those members physically attending a general meeting. They shall adhere to the Code of Conduct, Standing Orders and Association Conventions.
- 4.3 Only one participant should speak at a time. A participant may indicate they wish to speak by raising a virtual hand (if function available within the software), an actual hand on the video, or making it briefly known their intention to speak. The Chair (or person leading discussion) will call upon the individual by name when it is time for them to speak.
- 4.4 The etiquette of adding new agenda items via advance notice or question to the committee should be adhered to.
- 4.5 The participant must be in a private setting where they cannot be overheard or overlooked for the duration of the meeting.
- 4.6 Microphones should be muted when not in use to ensure that background noise does not impact on the integrity of the meeting.
- 4.7 The participant shall ensure that any connection is suitable for video conferencing purposes and that the quality of the video and audio is of the standard required by the Association. If the participant wishes to turn off their video during the meeting, they will be required to turn it back on should they wish to speak (unless they do not have facilities to do so). It is preferable that all members keep their video on, just like a normal face-to-face meeting.
- 4.8 The participant will ensure that no recording of the video conference is conducted and that all recording options are disabled. Failure to comply with this directive will result in the membership of the participant being revoked. Only the Moderator may record the meeting (if applicable).
- 4.9 The participant will ensure that at the conclusion of the meeting, all connections to the video conference will be disengaged and that no credentials or passwords are saved to avoid unauthorised access.

5. Voting

Members attending a general meeting via video conferencing shall be counted in the quorum for such meeting and shall have voting rights. Secret votes can be set up using survey software with individual links to the survey only given in the VMS once a need for it is called upon. Members attending via video conference shall be provided the opportunity to address any motions put forward, as per the rights of all members physically in attendance, and any relevant information or objection shall be recorded in the minutes of the general meeting together with the result of the vote.