



## School Community Council Tips on Etiquette for Virtual Meetings

In the interest of health and safety, considering our current Public Health Orders, Horizon's and our schools' re-entry plan, SCCs have been asked to hold virtual meetings. Even after some of the current restrictions are lifted, SCCs may wish to continue to hold online meetings. Below are a few tips and tricks to consider when holding an online meeting.

1. Do not wait until the meeting is about to begin before logging in, allow yourself some extra time to ensure that you are not experiencing any technical issues.
2. Ensure that an agenda is distributed to all participants prior to the meeting. Please refer to [Horizon's School Community Council Handbook](#) for an agenda template and tips for developing an agenda. Follow the agenda and stick to timelines.
3. Ensure that participants are muted when they are not speaking, this will allow for a clearer sound and eliminate potential feedback and unnecessary background noise. Headphones or earbuds with a built-in microphone will also help audio quality.
4. If using video, ensure you are dressed appropriately, have a clear background to minimize visual noise, and minimize body movement which can be blurry or choppy for other participants.
5. As a participant, make sure your attention is on the meeting, be present and engaged. Do not focus on other tasks or projects. The Chair should ensure that everyone is given the opportunity to participate, speak, and respond.
6. Meeting notes/minutes should be circulated to the group in a timely manner following the meeting.
7. The Chair should engage the SCC in the development of a set of virtual meeting norms, that will fit their SCC, that all participants agree to adhere to.

If you have any questions, please do not hesitate to contact us at [scc@horizonsd.ca](mailto:scc@horizonsd.ca).



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