



UNION OF BC INDIAN CHIEFS

Guide to Virtual UBCIC Meetings under COVID-19 Health Restrictions

SEPTEMBER 2020

Union of B.C. Indian Chiefs
Guide to Virtual UBCIC Meetings under COVID-19 Health Restrictions

Table of Contents

Covid-19 Emergency Health and Safety Measures	2
Application:.....	2
Membership dues	3
Quorum	3
Participation in and voting at meetings.....	4
Participation	4
Public Voting	4
Secret Ballot Voting (if required)	5
Proxies.....	5
Resolutions.....	7
Added Supports to help Members to participate.....	8
Technology overview.....	8
Information during the Meeting.....	8
Helpline.....	8
Helpline for people participating by telephone.....	8
Zoom practice session.....	8
Appendix A: Technical Support	9
Voting and raising your hand via zoom video platform	9
How to “Raise your Hand” on Zoom.....	9
If you are joining by phone.....	10
Muting.....	10

Covid-19 Emergency Health and Safety Measures

The Minister of Public Safety & Solicitor General British Columbia issued the Electronic Attendance at Corporate Meetings (COVID-19) Order (the “Order”) to address the requirement of corporations and societies to hold meetings while Covid-19 related restrictions on public gatherings continue. This policy ends when UBCIC Executive issues a notice to Members that the UBCIC is able to reconvene in person meetings.”

Section III (e) of the UBCIC bylaws, which requires that participation in all UBCIC AGA, Special General or Chiefs Council meetings be in person with no provision for electronic participation, is overridden by the Order.

Although the UBCIC bylaws prohibit videoconference meetings, the result of the Order is that videoconference or electronic meetings are allowed as part of a Covid-19 emergency health response.

Under the Order, any person entitled to participate in and vote at an AGM may do so by telephone or videoconference as long as all members are able to “communicate with each other” and “vote at the meeting” where required. All other requirements of the society’s bylaws remain the same and must be met.

The UBCIC Executive adopts this Guide to let Full and Active Members know how to attend, participate and vote at the AGA via videoconference and telephone.

Application:

These Guidelines apply to the UBCIC AGA on September 29-30, 2020, as well as to subsequent AGA, Special Meetings, or Chiefs Council meetings as long at the state of emergency in response to the Covid-19 outbreak lasts. This policy ends when UBCIC Executive issues a notice to Members that the UBCIC is able to reconvene in person meetings.

Membership dues

Under bylaw I. (b), to be in good standing, each Full Member shall pay a membership fee to the U.B.C.I.C. depending on their registered Band Membership. A Full Member must be in good standing (have paid their Membership dues for the current year) to participate and vote in the A.G.A or Chiefs Council meetings. In the past, Full Members could pay membership dues in person on the first day of the AGA or Chiefs Council meetings. This option is not possible when meetings will not be in person. UBCIC has made the following arrangements to allow Full Members to pay their membership dues:

1. Payment can be made by electronic transfer to[membershipfees@ubcic.bc.ca] Use the Password: UBCIC2020.
2. Payment can be made by credit card by emailing Mildred Chartrand at Mildred@ubcic.bc.ca to arrange credit card payment.
3. Cheques that are mailed or couriered must be received by the UBCIC by September 28, 2020 at 4:00pm.

Payments made by credit card or e-transfer will be accepted throughout a meeting, **but a Full Member may only fully participate in the meeting** after their membership dues have been paid.

Where a Full Member is not in good standing, they can participate by watching the YouTube broadcast of the meeting but will not be able to vote on motions or participate in any discussions.

Quorum

The UBCIC bylaws, s. III (d) state that a quorum for an AGA or Special Meeting shall consist of 50% plus one of the Full and Active Members in good standing of the UBCIC.

The quorum required for a Chiefs Council is 50% plus one of Full or Active Members in good standing or delegates registered by noon on the first day of a Chiefs Council meeting, and at no time can a quorum be less than 15 Full or Active Members.

The provision that an AGA can be held electronically does not alter the quorum requirements for the UBCIC. The Chair will monitor the Full or Active Members participating to ensure that a quorum is maintained.

For purposes of this Guide a Full or Active Member, or a proxy, will be deemed to be present

when they attend the meeting by videoconference or telephone call. If a person leaves the videoconference or telephone call they will no longer be considered to be participating in the meeting.

Participation in and voting at meetings

UBCIC bylaws, s. I (d), require that all Full and Active Members in good standing have the right to participate in, and vote, at meetings.

Participation

UBCIC will make provision for Full and Active Members to participate in two ways:

1. By Zoom. A unique link (only usable by one person) will be sent to each Full and Active Member in good standing that registers.

Special situation – no internet access: If a Full or Active member wishes to join by zoom online, and do not have an internet connection to support this in their community, the UBCIC will pay for a hotel room, as well as travel to that location, for the duration of the AGA or Chiefs Council meeting at a location closest to where they are located.

Full or Active Members must inform the UBCIC that they require arrangements for a hotel at least seven days prior to the beginning of the meeting. They can do this on the AGA or Chiefs Council Registration form. For assistance, contact: Mildred Chartrand (mildred@ubcic.bc.ca)

2. By Telephone. Members may join using the Zoom platform by telephone. A phone number will be sent out prior to the meeting. There will be a separate telephone line set up and monitored by staff to answer questions from those joining by telephone to ensure participation of Members participating by telephone.

Public Voting

To participate and record the vote for all public votes (for example, on resolutions) the following procedure will be used:

1. Zoom Video: Participants will participate or vote by using the ***polling function*** in Zoom. In the event participants are unable to use the polling function, the “Raise Hand” function

on Zoom will be used instead at the direction of the meeting Chair. (See Appendix A for instructions on polling and the “Raise Hand” function. The Chair will go over instructions at the start of the meeting) In this event, the Chair and staff will visually count the votes and verbally name everyone who has voted. Staff will also record names. The list can be shared on the screen or read out to make sure everyone’s votes is recorded.

2. Zoom Telephone: UBCIC technical staff will monitor the votes of participants joining the meeting by telephone and will record their votes on at a time on the telephone. Members will receive verbal confirmation that their vote has been recorded. The Chair will read out the total number of votes cast for resolutions, combining those done via Zoom video and those over the telephone on Zoom.

Secret Ballot Voting (if required)

In the event there is a secret ballot vote (e.g. for election of the Executive or Active Members), a secondary platform will be used such as **SimplyVoting** to allow for Members to register their votes by secret ballot. More information will be provided if this platform is used.

Proxies

The UBCIC bylaws allow for a Full Member who is unable to attend a meeting to appoint someone to participate and vote on their behalf. An Active Member may not appoint a proxy.

Proxies are subject to the limitations that a person may hold only one proxy, and each proxy must be a member of one of the Full Members of UBCIC in good standing; and, a proxy cannot be proxied.

1. Appointing someone a proxy requires a BCR, letter or proxy form provided by UBCIC. Given the Covid-19 situation, UBCIC will accept letters or forms signed electronically. If a Member knows they are not going to attend the meeting and will be sending a proxy, UBCIC asks that the Member submit a proxy form as far in advance as possible, and ideally at least two business days before the meeting.
2. Like all delegates, a proxy will be provided with a unique link (useable by only one person) to participate.
3. However, where a Full or Active Member is participating in their own capacity, and also participating as a proxy for a Full Member (where a person holds their own vote and carries a proxy), then when completing the proxy registration, UBCIC will make

arrangements to count the proxy votes cast by these people separately to ensure that they are recorded in each case.

Where a proxy participates by Zoom, they will be put into a separate virtual room (when announced by the Chair) to count the proxy votes of those holding two votes.

Where a proxy participates by telephone, note will be taken of the votes they record on their own behalf and also on behalf of the proxy that they hold.

Resolutions

1. Resolutions must be submitted in accordance with the [UBCIC Resolutions Process](#).
2. To ensure that all Full and Active Members have a chance to review the resolutions, given the copies cannot be distributed in person, draft resolutions will be shared via email to Members in advance and included in the electronic meeting kit. A link to each resolution will also be pasted in the “Chat” feature of zoom during that discussion, or emailed to Members participating by telephone.
3. If people cannot view the materials, including draft resolutions online, copies can be sent via email or fax. Please contact Andrea Glickman (andrea@ubcic.bc.ca or 604-842-2977).
4. To ensure that resolutions necessary to direct the work of the UBCIC are considered and passed, resolutions will be considered and voted on throughout the day as each issue is considered, and also before the close of each day.

Added Supports to help Members to participate

Technology overview

Each day will open with a 5-minute overview of how Members can participate electronically and by the telephone. This overview will cover: How to indicate you want to speak (Zoom and telephone) and how to vote on motions; how to access materials.

Information during the Meeting

Bios of speakers, or links to new materials, will be pasted into “chat” feature or emailed to telephone participants.

Helpline

UBCIC will establish a help line(s) which have several people available and actively answering questions during the AGA. This line will not, if it can be avoided, go to a phone system. It will be answered in person. UBCIC Members can call with questions about registration, technology, accessing materials, voting, etc. The goal will be to ensure that all Full and Active Members get the help that they need to fully participate in the meeting.

Helpline for people participating by telephone

UBCIC will assign staff to assist people who are participating by telephone for any troubleshooting and to verbally provide votes. Delegates joining by phone will be able to unmute and speak to the Chair and the group similar to an in-person meeting.

Zoom practice session

If you do not know how to use Zoom, please contact us at mildred@ubcic.bc.ca. We will arrange two 15-minute practice sessions on September 28, 2020 so that Members can practice using Zoom and ask any questions.

Adopted by the UBCIC Executive

Date: September 8, 2020

Appendix A: Technical Support

Voting and raising your hand via zoom video platform

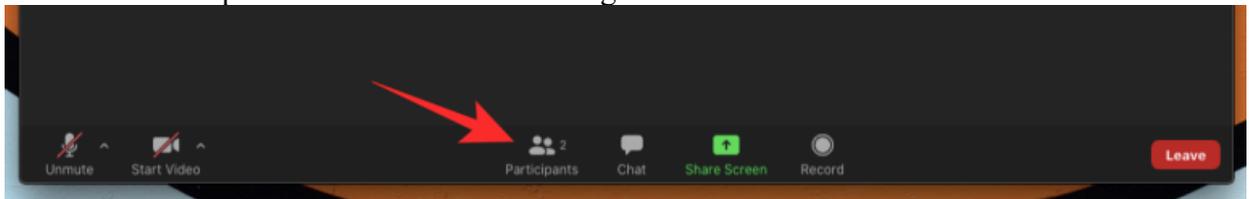
If you participate using zoom video services on a computer or device:

1. When a resolution is being voted on, the Chair of the meeting will read the motion out loud and a mover and a seconder will already be identified in advance, or the Chair will ask if anyone is available to move or second the resolution. The Chair will ask if there is any discussion. Following any discussion, a poll will appear in the middle of your screen. You will see the text of the “Therefore be it resolved” portion of the resolution, and you will be able to choose “Support” “Oppose” or “Abstain”.
2. Select the option you wish to vote for and click “submit”.

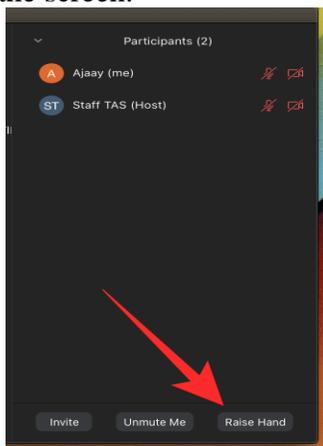
How to “Raise your Hand” on Zoom

If you join from computer and video:

1. Click the ‘Participants’ button from the meeting controls at the bottom of the screen.



2. Select the ‘Raise Hand’ option inside the Participants panel from the right-hand side of the screen.



Shortcut: You can use keyboard shortcuts to Raise your hand on Windows and Mac. Press the “Alt + Y” to Raise Hand option ON or OFF.

If you are joining by phone

You can enter *9 on a phone keypad to Raise hand if you are joining Zoom via a phone call.

Muting

Staff will mute microphones that are left unmuted.

A. If you are joining by computer and video:

Click the audio icon once to unmute yourself, click the icon again to unmute yourself. When you are Muted there would be a line through the icon.

B. If you are joining by phone:

Press *6 - Toggle mute/unmute for people on the phone lines