



# Meeting Management Manual - Special Meetings

2024 - VERSION 1.4

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SWITCH BC

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# About the OHS Resource Centre

The Occupational Health and Safety (OHS) Resource Centre is an online platform for all healthcare Joint Occupational Health and Safety Committees (JOHSC) and leaders. It provides easy access to agendas, minutes, resources, and actions to improve and enhance a culture of safety throughout B.C.

This manual is for all health care workers accessing the OHS Resource Centre. All registered health care employees can access the OHS Resource Centre to view JOHSC meeting minutes in their organization and provincial OHS resources. JOHSC members, unions, and employer leaders can also manage meeting schedules, meeting minutes, resources, and reports from the committees they belong to.

The OHS Resource Centre was developed by SWITCH BC, with funding from the Nurses' Bargaining Association, the Facilities Bargaining Association, and the Ministry of Health. The OHS Resource Centre is supported by health unions (bargaining associations), health employers, and the Doctors of BC.

## About SWITCH BC

SWITCH BC, which stands for Safety, Wellbeing, Innovation, Training and Collaboration in Healthcare, is an organization focused on the health, safety, and wellbeing of everyone working in healthcare in B.C. It is a collaboration of unions, physicians, and employers working together to support provincewide innovation, prevention, and training, and enhancing the culture of safety in all healthcare workplaces in B.C. Learn more at [switchbc.ca](http://switchbc.ca).

## Additional Manuals and Resources

### Note

- There are two types of meetings specific to JOHSC members:
  - Recurring meetings – Process outlined in 'Meeting Management Manual'
  - Special meetings – Process outlined below

**Note**

- The suggested and best viewing of the OHS Resource Centre is using a 1440 X 900 screen resolution at 100% zoom within your Chrome or Microsoft Edge web browser.

This manual was last updated October 9<sup>th</sup>, 2024. If you have questions, or find an error or omission in this document, please email SWITCH BC at [ohsresourcecentre@switchbc.ca](mailto:ohsresourcecentre@switchbc.ca)

# 1. Scheduling Special Meetings

Scheduling special meetings in the OHS Resource Centre allows for flexibility in addressing urgent or specific issues that arise outside of regular meeting schedules. Special meetings can be created as needed, with no restrictions on the number of meetings that can be scheduled. The process involves selecting a subject for the meeting, adding a location and dial-in options, and inviting relevant committee members.

Once scheduled, these meetings enter the finalized phase. During this phase, the agenda cannot be altered until the meeting date, though the meeting itself can still be managed, including rescheduling if necessary. If any new action items are tabled and discussed at a special meeting, they will later be shown as an old agenda item at the next regular meeting.

## Note

- Special Meeting Agenda Items must be added manually as the old agenda item for a regular meeting.

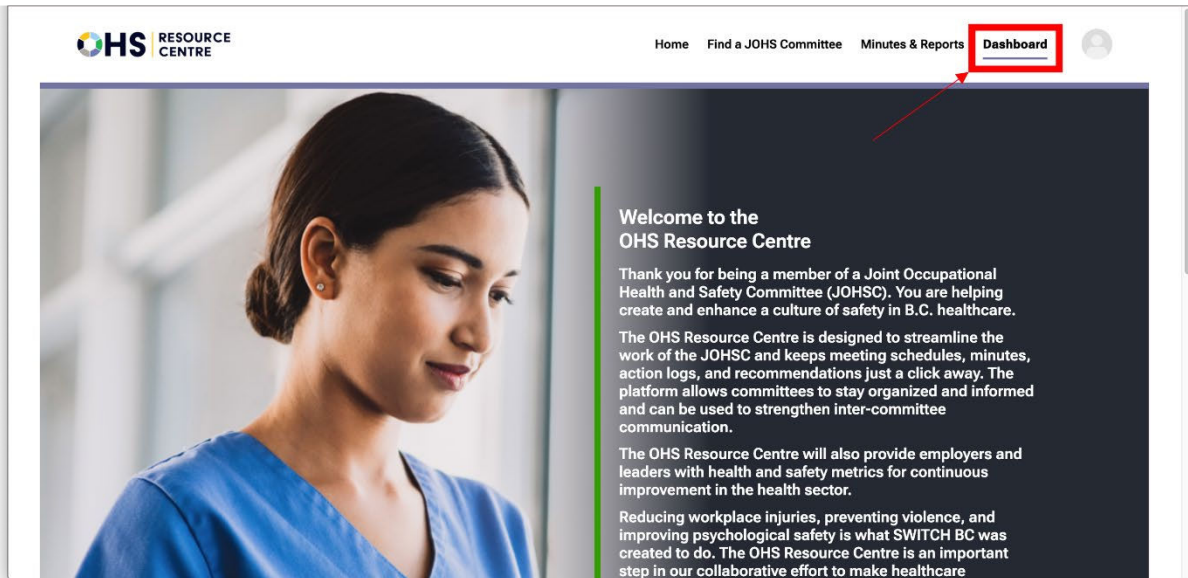
## 1.1 Scheduling a Special Meeting

Applies to:

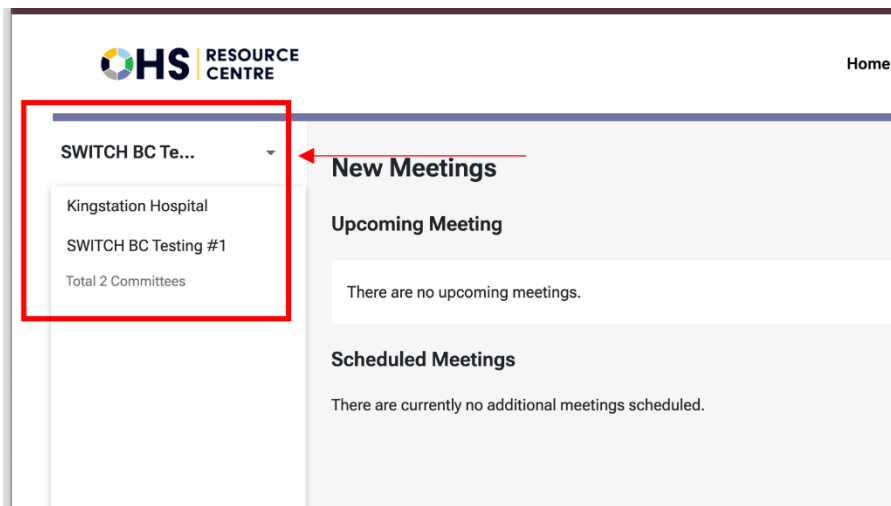
- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)

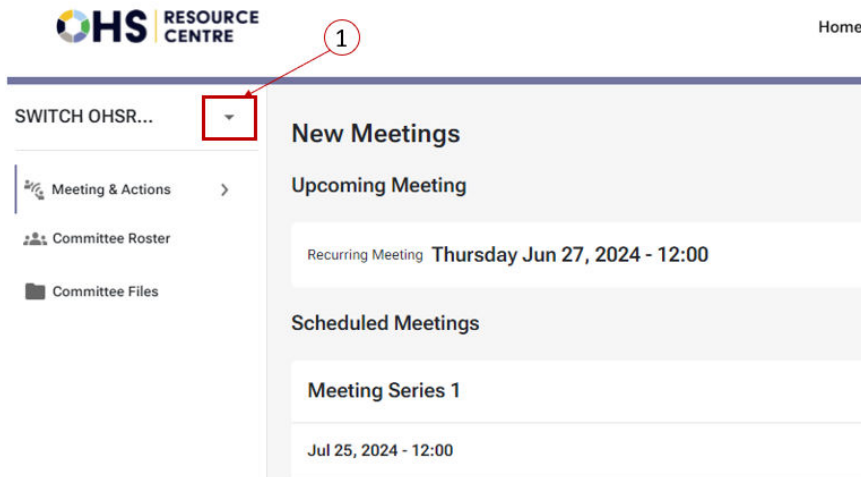
1.1.1 There may be a need to schedule a special meeting to address urgent issues or specific topics that cannot wait until the next regular meeting. Special meetings ensure that critical, time-sensitive matters receive immediate attention and input from committee members. To begin, sign in with your Co-Chair or Admin Assistant account, following the instructions in the 'OHS Resource Centre User Management Manual.

1.1.2 On the header of the page, click on the 'My Dashboard' tab.



1.1.3 From the drop-down options, select the committee to which you belong.

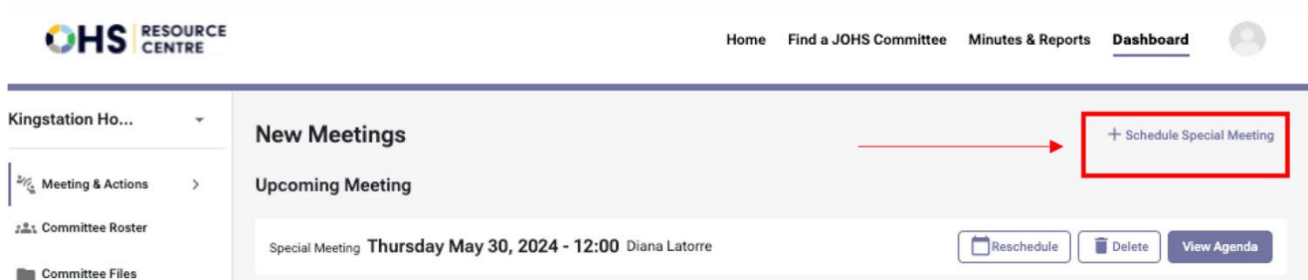




1.1.4 By default, you will always land on the 'New Meetings' page. Here, you can schedule a 'Special Meeting' or a 'Recurring Meeting'.

**Note**

- The quorum requirement needs to be set up before a meeting is started as it impacts the reporting and minutes PDF. However, the meeting can still proceed if the quorum is not met. Setting a quorum requirement is done under the committee roster tab, following the instructions in the OHS Resource Centre Meeting Management Manual in the "Set Up the Quorum" section.



1.1.5 Select '+ Schedule Special Meeting' at the top of the screen, and the 'Schedule Special Meeting' form will appear. There are five steps to complete this process, they are as follows:

1. 'New Meeting'

2. 'Draft Meeting Agenda'
3. 'Select Recipient'
4. 'Select Date'
5. 'Review Meeting Invite'

Home Find a JOHS Committee Minutes & Reports **Dashboard**

### Schedule Special Meeting

1 New Meeting 2 Draft Meeting Agenda 3 Select Recipient 4 Select Date 5 Review Meeting Invite

**Subject of Special Meeting**  
Required

**Meeting Location**

**Dial-in Options**  
Instructions for remote meeting attendance.

e.g. Mold growth on second floor ceiling of main building\*

e.g. Room 330 Royal Columbian Hospital

e.g. Web meeting link, phone number and extensions

0/500

Cancel Next

- 1.1.6 In the first form, complete the 'Subject of Special Meeting' section, add the 'Meeting Location' (be as specific as possible for your attendees), and share the 'Dial-in Options' (or copy/paste your virtual meeting link as per the screenshot).





Co-Chair	Committee Co-Chair
BCNU 2/2	<p>Co-Chair Committee Co-Chair</p> <p>Alternate Committee Member</p> <p>Regular Committee Member</p>
+ Add Member	

Co-Chair	Committee Co-Chair
BCEHS 2/2	<p>Co-Chair Committee Co-Chair</p> <p>Alternate Committee Alternate M...</p> <p>Regular Committee Member</p>
+ Add Member	

Non-Committee Members	
Admin Assistant Admin Assistant	Ex-Officio Ex Officio

Operating Employer	Affiliate
Committee Name/Site	KDH Hospital
Multiple Employer	No
Facility	123 BCA
Next Annual Evaluation Date	Aug 14, 2024

Quorum	
Minimum # of attendees	2
Minimum # of workers	1
Minimum # of employers	1

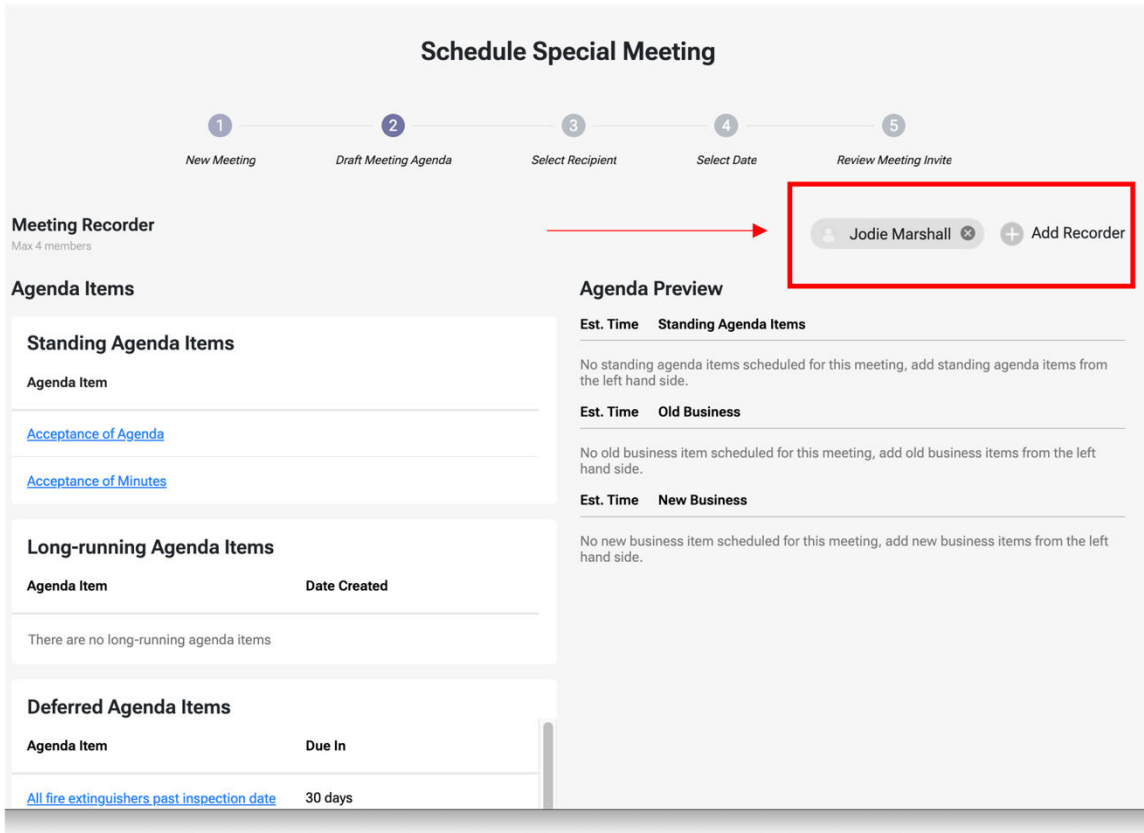
  

Representation Structure	
<b>Worker Representation</b>	Members
BCNU	2
<b>Employer Representation</b>	Members
BCEHS	2

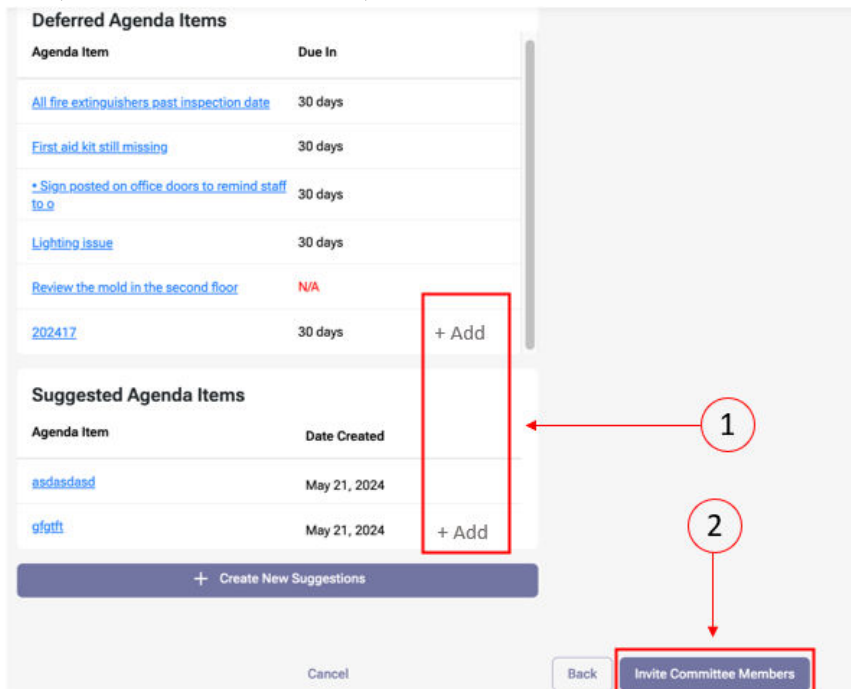
  

Agenda Settings	
Mark as long-running item if an agenda has been carried over for	3 months
<a href="#">Edit Settings</a>	

1.1.8 You can add a recorder(s) for the meeting by selecting the ‘+ Add Recorder’ option at the top of the form (see screenshot). You can add up to 4 additional meeting recorders while scheduling the meeting. The Meeting Recorder is responsible for starting the meeting, recording the proceedings, making necessary changes to the meeting interface, and editing the draft minutes.



1.1.9 Add agenda items by hovering over the hyperlinked agenda items. When your mouse hovers over the agenda items, a '+ Add' will appear (screenshot number 1).



- 1.1.10 After the agenda item is added to the meeting agenda, you can remove it (number 4) or rearrange it (number 3) by hovering over the item.

The screenshot displays the 'Meeting Recorder' interface. On the left, under 'Agenda Items', there are sections for 'Standing Agenda Items' and 'Long Running Agenda Items'. The 'Long Running Agenda Items' section contains a table with two items: 'All fire extinguishers past inspection date' (created Apr 10, 2024) and 'First aid kit still missing' (created Apr 11, 2024). A red box highlights the 'Added ✓' status for the first item. On the right, the 'Agenda Preview' section shows a list of items. A red circle with the number '3' highlights a menu icon (three dots) next to the '10 Mins' duration for the 'All fire extinguishers past inspection date' item. Another red circle with the number '4' highlights a red 'X' icon in a box next to the same item, indicating a removal option.

- 1.1.11 Once you have selected your agenda items, select the 'Invite Committee Members' button (above screenshot number 2). This will initiate an automated invitation to the special meeting for the committee members.
- 1.1.12 After selecting the 'Invite Committee Members' button, you will open the 'Select Recipients' form. Here, add committee members by selecting the tick box next to the members' names (step 1 in the screenshot). You can invite guest attendees by adding their email addresses at the bottom of the form (step 2 in the screenshot).

### Schedule Special Meeting

1 2 3 4 5  
New Meeting    Draft Meeting Agenda    Select Recipient    Select Date    Review Meeting Invite

**Worker Representatives**

	Regular	Alternates
BCGEU	committee memberone <input checked="" type="checkbox"/>	committee membertwo <input checked="" type="checkbox"/>
	Jodie Marshall <input checked="" type="checkbox"/>	
	Mary Cochairone Co-Chair <input checked="" type="checkbox"/>	

**Employer Representatives**

	Regular	Alternates
Affiliate	committee cochairtwo Co-Chair <input checked="" type="checkbox"/>	
	Emily Smith <input checked="" type="checkbox"/>	

**Non-Committee Members**

admin assistant Admin Assistant <input checked="" type="checkbox"/>
Diana Latorre Employer Practitioner <input checked="" type="checkbox"/>
ex officio Ex-Officio <input checked="" type="checkbox"/>

**Additional Guests**  
 Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Guest email

Cancel    Back    Select Date

1.1.13 Once you have added the committee members, navigate to the 'Select Date' button (step 3 in the screenshot) at the bottom of the form to move to the next screen.

**Additional Guests**

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Safetyconsultant@healthcare.co

Cancel   3

1.1.14 To select a meeting date, select the calendar icon in the 'Meeting Date' box to view upcoming dates. This is then followed by completing the 'Starting Time' and Estimated End Time' sections (screenshot number 1). Once these details are inputted, select the 'Review' button (screenshot number 2) to move to the next phase.

**Schedule Special Meeting**

1 — 
 2 — 
 3 — 
 4 — 
 5

*New Meeting*     *Draft Meeting Agenda*     *Select Recipient*     *Select Date*     *Review Meeting Invite*

Meeting Date

Starting Time 1

Estimated End Time

Cancel   2

1.1.15 The 'Review Meeting Invite' allows an opportunity to check all the meeting invite details. Selecting 'Edit' will take you back to the relevant section to make your changes. Once you have confirmed the meeting details, press the button 'Send Meeting Invite' at the bottom of the form.



## 1.2 Starting the Meeting

Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges

1.2.1 To start the meeting, select the button at the top of the form, 'Start Meeting' on the New Meeting page. A pop-up box will appear asking you to confirm that you want this action to occur.

### Note

- The meeting can be started at any time within 24 hours before the scheduled start time.

### Ready to start meeting?

By clicking "Yes, start meeting" you are confirming to initiate the meeting.  
Please note this action is irreversible

No, Go Back

Yes, Start Meeting

1.2.2 As described in the 'Meeting Management Manual' quorum does not need to be met for a meeting to proceed. Even if the quorum is not met, the meeting will still take place, allowing discussions and decisions to continue even if the full committee is not present.

If quorum is met/not met, user will be able to perform following tasks:

- a. Add/edit discussion notes
- b. Upload files to the agenda item (can download existing attachments).
- c. Add new action items to agenda items.
- d. Can edit existing action items (change name, due date, status, assignees, description, etc.).
- e. Can make decisions (complete, reject, post-pone etc.) to agenda item.



## Note

- For special meetings, if adjourned without quorum, minutes can be edited or published just like a recurring meeting and PDF will be generated.

The screenshot shows the OHS Resource Centre dashboard for KDH Hospital. The main content area is titled 'Current Meeting' and includes a 'Primary Recorder' field with a '+ Select Primary Recorder' button, a 'Reschedule Meeting' button, and an 'Adjourn Meeting' button. Below this is the 'Attendance & Quorum' section, which has a red box around the text 'Quorum Not Met' with a red 'X' icon. A red arrow points from this text to the 'Attendance & Quorum' header. The attendance table is divided into three columns: 'Worker Representatives', 'Employer Representatives', and 'Non-Committee Members & Guests'. Each column has sub-columns for 'Invited' and 'Present'. The 'Worker Representatives' column shows three members from BCNU, all with green checkmarks in the 'Invited' column and empty checkboxes in the 'Present' column. The 'Employer Representatives' column shows three members from BCEHS, all with green checkmarks in the 'Invited' column and empty checkboxes in the 'Present' column. The 'Non-Committee Members & Guests' column shows three roles: 'Ex Officio' (Ex.O), 'Admin Assistant' (Admin), and 'Employer Practitioner' (EP), all with empty checkboxes in the 'Present' column. Below the attendance table is the 'Meeting Agenda' section, which has an 'Approved?' checkbox and three items: 'Standing Agenda Items', 'Old Business', and 'New Business', each with a right-pointing arrow.

1.2.3 To meet the quorum requirements in the OHS Resource Centre, you must ensure that the meeting meets the quorum established in the Committee's Term of References (ToR) and set up in the 'Committee Roster' tab in the OHS Resource Centre.

1.2.4 Add the attending members by selecting the checkboxes next to their names (number 1 in the screenshot). Once you finish taking attendance, tick the 'approved' button and review if the agenda is acceptable or if you need to add any other agenda items. Then select the checkbox to approve the meeting agenda items and decide on them (number 2 in the screenshot).

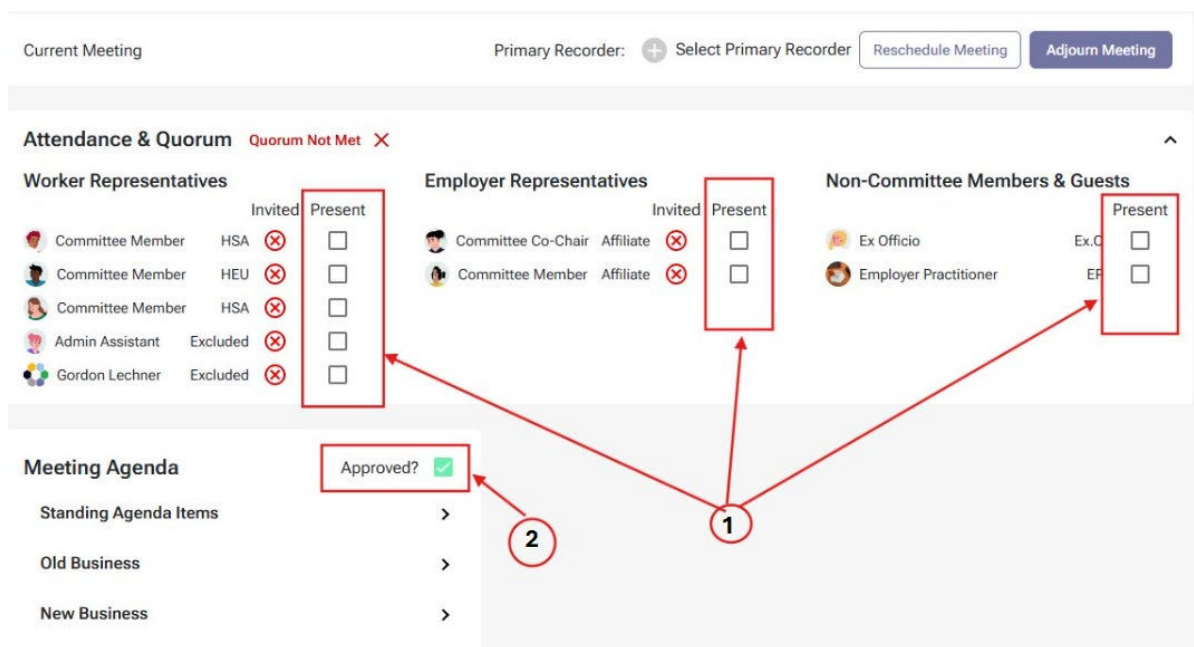
## Note

- The 'Approved?' button has no built-in logic or functionality; it simply needs to be checked as part of the process. Additionally, attendance can be updated at any time during the meeting. Even if quorum is not met, the meeting can still proceed.

1.2.5 One of the designated Meeting Recorders must be defined as the Primary Recorder, who will be ultimately responsible for recording the proceedings and making necessary changes during and after the meeting. The Primary Recorder can be selected from a dropdown list of all committee members. However, if a member who has not been previously assigned as a Meeting Recorder is selected, the system will not automatically grant them Meeting Recorder privileges. This is why the Meeting Recorders must be defined before the start of the meeting, in both the Edit Agenda and Finalized Agenda screens.

**Note:**

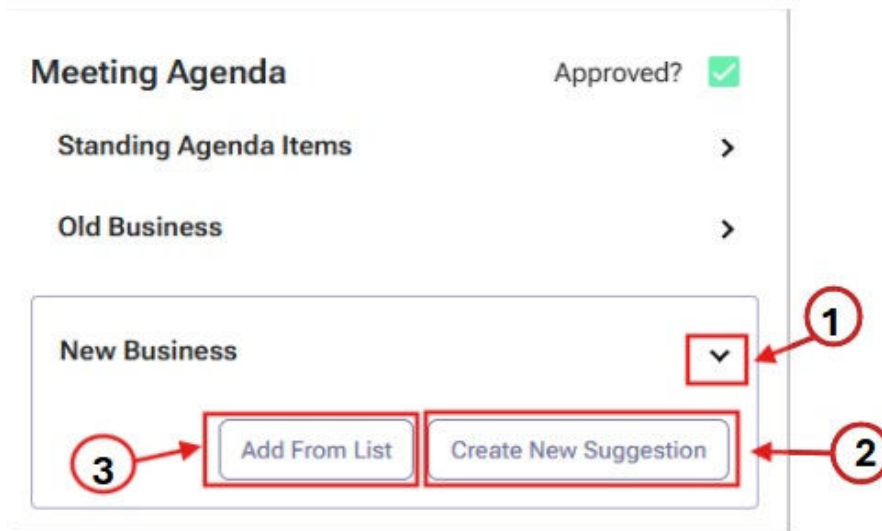
- It's important to note that the Primary Recorder designation is for informational purposes only and does not carry additional functionality beyond what is granted to a Meeting Recorder.



1.2.6 After you approve the meeting agenda, you still can add agenda items in the old business and new business section. As shown in the screenshot, you can add 'New Business' (by following steps number 1 and 2), or you can select "Add from List" as shown in step 3.

**Note**

- To add a standing agenda item to a special meeting agenda, you must include it during the set-up meeting process. Once the meeting invitation is sent, you cannot add new items to the agenda.



1.2.7 When you select 'Add From List,' a pop-up box will appear that shows a list of existing agenda items. Select the items that need to be added to the agenda by selecting the checkbox, followed by 'Add Selected' (see screenshot).

**Add Old Business**
✕

ID# ↑	Name	
1	All fire extinguishers past inspection date	<input type="checkbox"/>
5	• Sign posted on office doors to remind staff to o	<input type="checkbox"/>
6	Lighting issue	<input checked="" type="checkbox"/>
7	Review the mold in the second floor	<input type="checkbox"/>
8	202417	<input type="checkbox"/>
11	gfgft	<input type="checkbox"/>

1.2.8 You will then see that your agenda item to be discussed has been added to the agenda.

1.2.9 If you need to add a new suggested item to the meeting agenda, select the option 'Create New Suggestion'.


**Meeting Agenda** Approved?

**Standing Agenda Items** >

**Old Business** >

**New Business** v

Fire escape check 20 mins



Add From List Create New Suggestion

1.2.10 This will open a form for you to add details on the new agenda item. In the screenshot of the form, you will find highlighted areas depicting where to add the agenda item, the estimated duration for the discussion, the purpose (action or information), a description for the group to help them understand the issue/item, and you can also add supporting files. Once this is complete, select the 'Add' button to move this to the agenda.

**Add** [Close]

**Agenda Item\*** Agenda Item Name\*  
Ensure reports are sent to Manager

**Estimated Duration\*** Duration In Minutes\*  
5

**Purpose\*** Action Information

**Description\***

B I :: ½= A v A v

Ensure Form 123 is sent to manager re: this action item.

**Files**

+ Attach Files

Cancel Add

1.2.11 To add supporting documents to agenda items, click the file icon (labelled number 1 in the below screenshot - 'Attach Files'). To add action items related to an agenda item, click '+ Add Action Item' (labelled number 2 in the screenshot).

**Note**

- Please only click the 'Complete' button (labelled number 3 in the screenshot) when the committee decides the agenda item does not need further discussion, and the goal is complete. All the changes will be saved automatically.

The screenshot shows a web interface for managing a meeting agenda. On the left, a sidebar titled 'Meeting Agenda' includes sections for 'Standing Agenda Items', 'Old Business', and 'New Business'. The 'New Business' section is expanded to show 'Ordering radios' (20 mins) and 'Fire exits' (50 mins), with buttons for 'Add From List' and 'Create New Suggestion'. The main content area displays details for a 50-minute item '#11 gfgft' created by 'admin assist...'. It features tabs for 'DESCRIPTION & ACTIONS' and 'DISCUSSION'. The 'Description' section contains the text 'Check fire exits'. Below this, the 'Action Items' section has a '+ Add Action Item' button. The 'Files' section has an '+ Attach Files' button. At the bottom, there are three buttons: 'Reject Agenda Item', 'Withold Decision', and 'Complete'. Red circles with numbers 1, 2, and 3 are placed over the '+ Attach Files', '+ Add Action Item', and 'Complete' buttons respectively, with red arrows pointing from the 'Add Action Item' button to the 'Attach Files' button and from the 'Add Action Item' button to the 'Complete' button.

1.2.12 When you click 'Add Action Item' to an agenda item, a pop-up box will appear for you to enter the details (see the 'Add Action Item' screenshot below).

**Add Action Item** [X]

**Action Item Name\***

**Due Date**  [Calendar icon]

**Associated meeting:** May 26, 2024

**Status**  [Dropdown arrow]

**Priority**  [Dropdown arrow]

**Assign to**   [X]

**Description\***

**B** *I* [List icon] [List icon] [Text color icon] [Text color icon]

Check all floors' fire exist and work with team to review any items that could cause an obstruction. Report any obstructions that require machinery to move.

**Files**

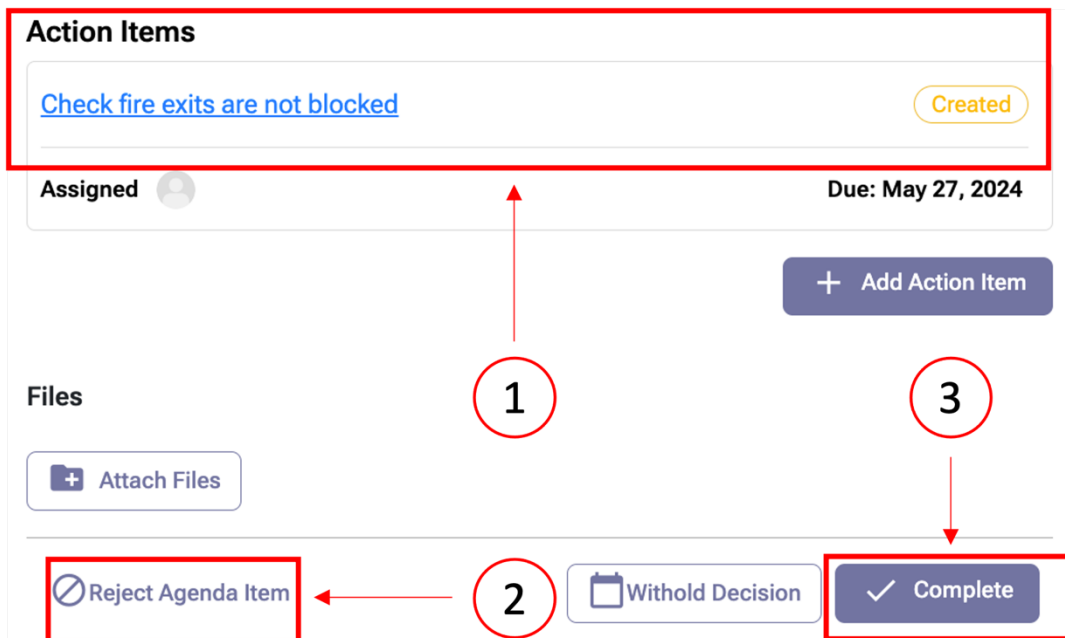
1.2.13 Once the action item has been created, it will appear in the 'Action Items' section. It will be underlined and hyperlinked (as shown in the below screenshot, number 1). If you need to edit the action item, click the hyperlink, and modify it as required.

1.2.14 After adding the action items, you can make any decision on the agenda item or move to the next agenda item; the changes will automatically be saved.

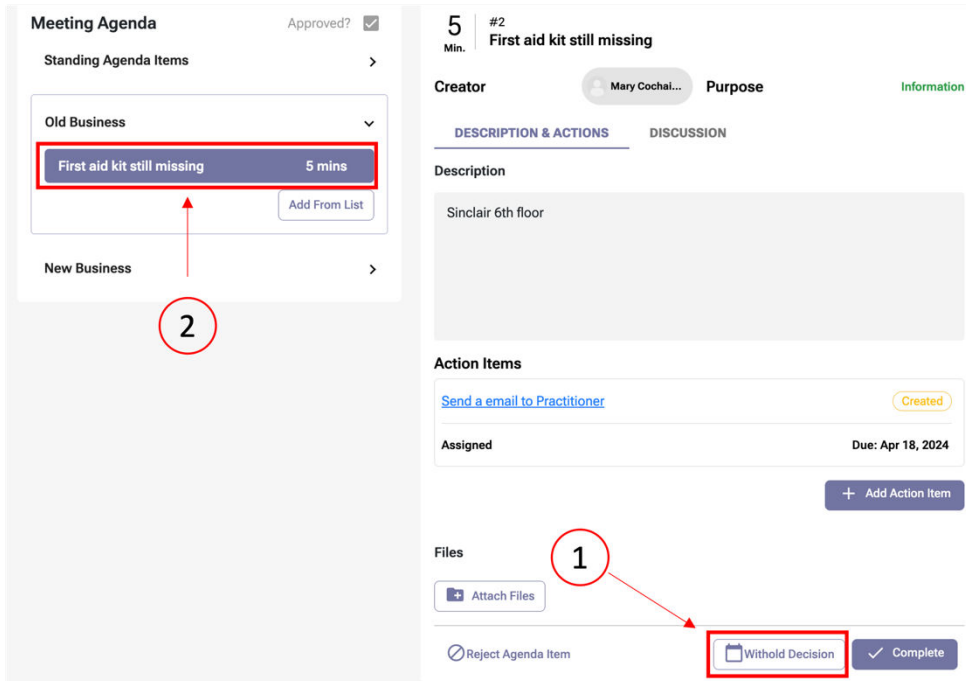


**Note**

- An agenda item can be completed (number 3 in the screenshot) or rejected (number 2 in the screenshot). However, all its action items need to have cancelled or completed status. In the special meeting, if the committee does not decide during the meeting, they can click the 'Withhold Decision' button, and you can manually add it to the regular meeting. After you add it, it will appear in the old business section on the draft agenda page.



1.2.15 If the agenda item does not get discussed or the committee has not decided by the end of the meeting, select the option 'Withhold Decision' (see number 1 in the below screenshot). You can manually add it to the regular meeting. After you add it, it will appear in the next meeting agenda as an old business section on the draft agenda page (see number 2 in the screenshot).



### 1.3 Adjourning the Meeting

Adjourning a meeting in the OHS Resource Centre sends a notification about the draft meeting minutes specifying it as a special meeting. After adjourning, the meeting enters the finalized phase. The draft minutes of the meeting are generated, showing attendance, subjects discussed, and actions taken. These discussion notes are then reviewed, edited if necessary, and published. Any special meeting adjourned will be displayed in the system's past meeting series table, ensuring all details are documented and accessible whether the quorum is met or not.

#### Note

- If not manually adjourned, the meeting will be automatically adjourned by the system 24 hours after it starts.

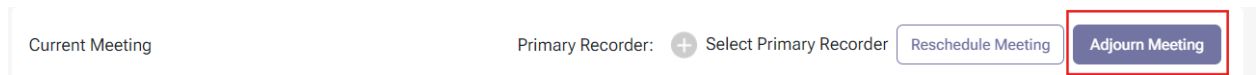
Applies to:

- Admin Assistant (dedicated support for committee)
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges.

1.3.1 To adjourn the meeting, navigate to the top right side of the screen. When you select the 'Adjourn Meeting' button, a pop-up box asks you to verify the request (see screenshot).

**Note**

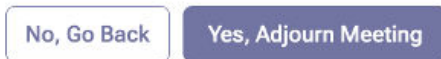
- The Primary Recorder must be selected before adjourning the meeting. If the Primary Recorder has not been selected, a pop-up message will appear, prompting confirmation before proceeding with adjournment.
- If the recorder forgets to adjourn the meeting, the Primary Recorder field in the draft minutes will remain blank. However, it must be added later in the "Edit Minutes" screen before publishing the minutes



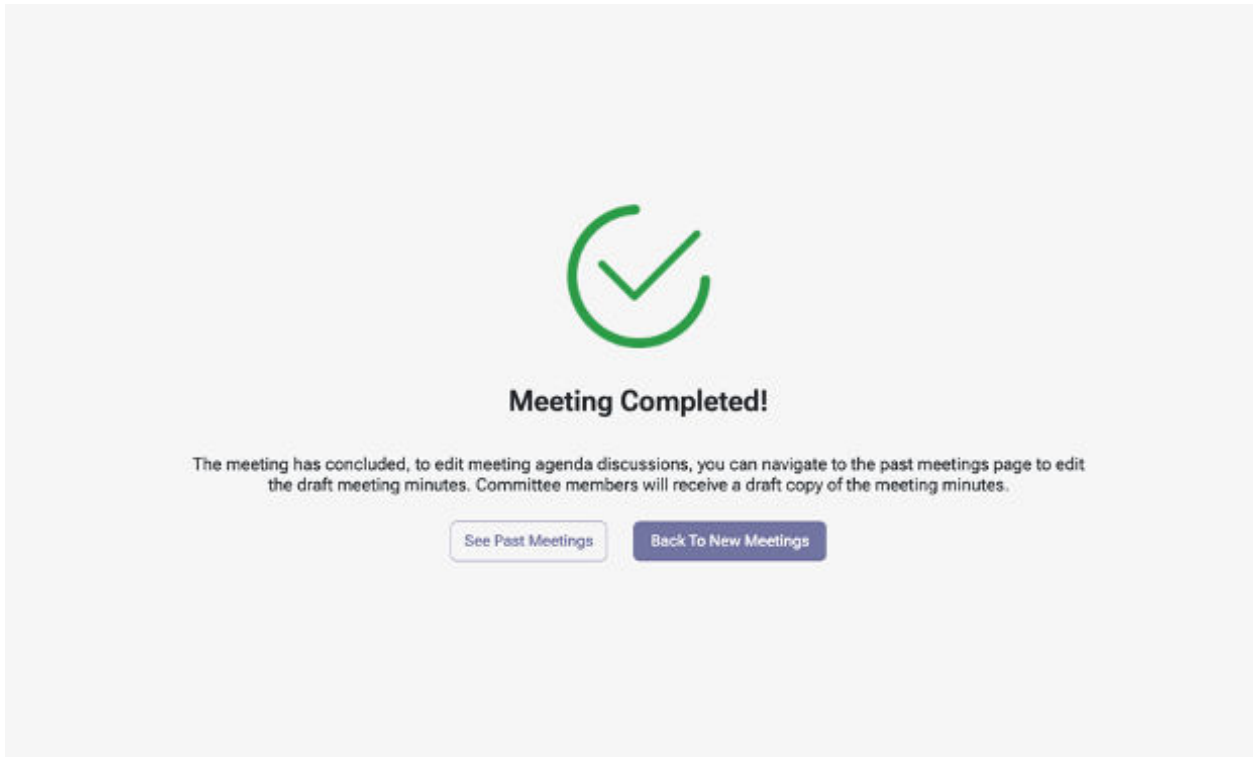
**Adjourn Meeting?**

A draft minute of this meeting will be sent out to all committee members.

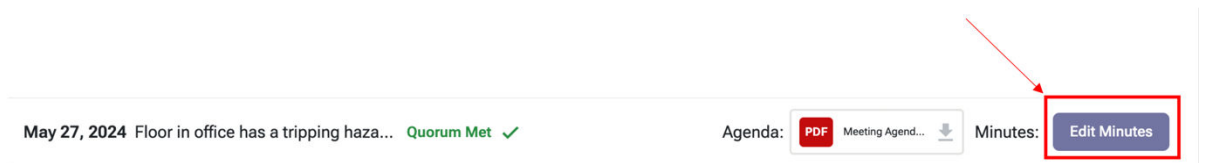
To review the draft minutes of this meeting, you can access this in the Past Meetings page in the side navigation from your dashboard.



1.3.2 Once you have selected the 'Yes, Adjourn Meeting' button, the 'Meeting Completed' screen will pop up.



1.3.3 You will then be back at the meeting list where you can select 'Edit Minutes' for your meeting prior to the minutes being published should you need to.



1.3.4 After selecting 'Edits Minutes,' you will open the meeting minutes page where you can validate that all the details were accurately recorded. Review the items in the agenda by opening the drop-down tabs (number 1 in the screenshot). When the meeting minutes have been validated, select the 'Publish Minutes' button (see number 2 in the below screenshot). Before selecting the Publish button, you can add or edit the Primary Recorder. If the Primary Recorder is not added before adjourning the meeting, it must be added prior to publishing; otherwise, the system will not allow the meeting minutes to be published. Once the minutes are published, all committee members will automatically receive a copy of the meeting minutes.

Note

- The only edits that can be made after the meeting has been adjourned are:

- ✓ Agenda item: attach files and modify agenda item descriptions and discussion fields.
- ✓ Action item: update name, due date, status, assigned to, description, and files fields.

The screenshot shows the OHS Resource Centre dashboard for a meeting on Oct 16, 2024, from 22:30 to 23:00. The primary recorder is the Committee Co-Chair. A 'Publish Minutes' button is highlighted with a red box and a circled '2'. Below the attendance section, the 'Meeting Agenda' is displayed, with 'Approved?' checked. The agenda items are 'Standing Agenda Items', 'Old Business', and 'New Business', each with a right-pointing arrow. A red box and a circled '1' highlight the 'Meeting Agenda' section.

## 2. Rescheduling Meetings

Rescheduling a meeting in the OHS Resource Centre allows you to change the date and time of a finalized meeting (a finalized meeting means the agenda and details are confirmed and set). All changes are documented, including the reason for rescheduling, and the updated details are communicated to participants outside of the platform. In the future, the system will provide automatic updates when a meeting is rescheduled. For now, notifications must be sent manually. The meeting remains in the finalized phase, ensuring transparency and consistency.

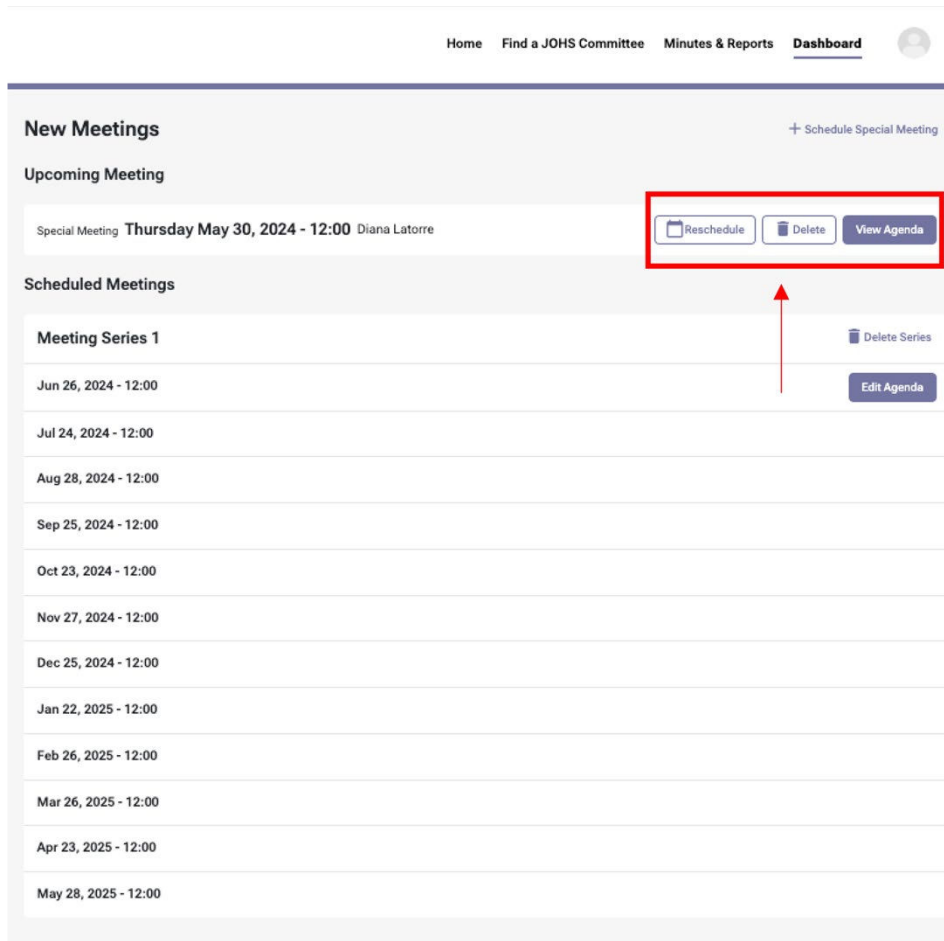
### 2.1 Rescheduling Meetings

Applies to:

- Admin Assistant
- Committee Co-Chair (worker and employer)

- Committee Members with meeting recorder privileges.

2.1.1 To start with the rescheduling process, select the 'Reschedule' button on the 'New Meetings' page. Refer to the screenshot below. The 'Reschedule' button will be available after you finish scheduling the special meeting.



2.1.2 You can also reschedule a meeting by clicking on the 'View Agenda' button; refer to the above screenshot.

2.1.3 Then, on the 'Finalized Meeting Agenda' screen, you can find a reschedule button from the bottom of the screen (see below screenshot).

Home Find a JOHS Committee Minutes & Reports **Dashboard**

### Finalized Meeting Agenda

Meeting Recorder Max 4 members + Add Recorder

**Attendance & Quorum** Quorum Not Met ✕

**RSVP**

The meeting is scheduled for **May 30, 2024, 12:00** I am **Not Attending** Attending

<p><b>Worker Representatives</b></p> <ul style="list-style-type: none"> <li>Mary Cochairone BCGEU <input type="radio"/></li> <li>committee memberone BCGEU <input type="radio"/></li> <li>committee membertwo BCGEU <input type="radio"/></li> <li>Jodie Marshall BCGEU <input type="radio"/></li> </ul>	<p><b>Employer Representatives</b></p> <ul style="list-style-type: none"> <li>committee cochairtwo Affiliate <input type="radio"/></li> <li>Emily Smith Affiliate <input type="radio"/></li> </ul>	<p><b>Non-Committee Members &amp; Guests</b></p> <ul style="list-style-type: none"> <li>admin assistant Admin</li> <li>ex officio Ex.O</li> <li>Diana Latorre EP</li> </ul>
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**Add Guests**

Enter email to invite guests to join this meeting, they will receive an invite email with the finalized agenda attached.

Guest email  Send Invitation

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**Finalized Agenda**

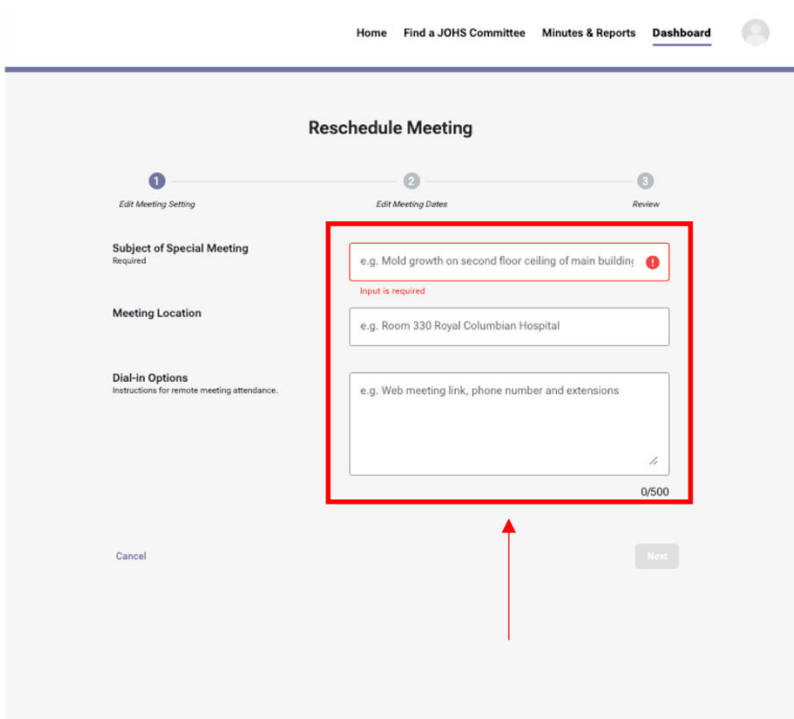
Meeting Agend... 02:10:08

**Review Agenda**

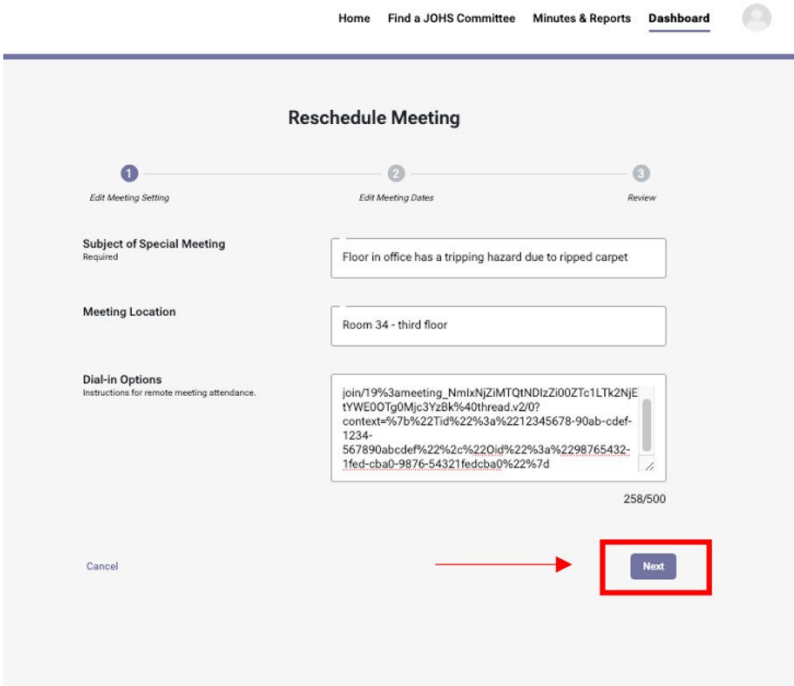
Est.time	Standing Agenda Items
Old Business	
New Business	
20 Mins	<a href="#">asdasdasd</a>
50 Mins	<a href="#">afggh</a>

Reschedule

2.1.4 When you select 'Reschedule,' you will open the 'Reschedule Meeting' form where you can add the subject, location, and dial-in options in the 'Edit Meeting Settings' section.



2.1.5 Complete the 'Edit Meeting Setting' section with your meeting information, as per the screenshot below, then select 'Next'.



2.1.6 The next screen you will be taken to is the 'Edit Meeting Dates' form. Here, you will input your new meeting date (first following screenshot), followed



by the start and end times (second screenshot). Once this information is inputted, select the 'Review' button.

The screenshot shows the 'Reschedule Meeting' form in the 'Edit Meeting Dates' step. The form includes fields for 'Meeting Date', 'Starting Time', and 'Estimated End Time'. A calendar dropdown is open for the 'Meeting Date' field, showing 'May 30, 2024' selected. A red box highlights the calendar icon, and a red arrow points to it from the right. The 'Review' button is visible at the bottom right of the form.

The screenshot shows the 'Reschedule Meeting' form in the 'Edit Meeting Dates' step. The 'Meeting Date' field is set to 'Jun 04, 2024'. The 'Starting Time' and 'Estimated End Time' fields are set to '12:00' and '12:30' respectively. A red box highlights these two time selection fields, and a red arrow points to the box from the left. The 'Review' button is visible at the bottom right of the form.





Special meeting successfully rescheduled.

[Back To New Meetings](#)

## Note

- If it is the next scheduled meeting, you will find your rescheduled meeting date and time at the top of the meeting list. Otherwise, it will appear at the bottom of the page. It will remain in the finalized phase.

## 3. Deleting a Special Meeting

### 3.1 Deleting a Meeting

Applies to:

- Admin Assistant
- Committee Co-Chair (worker and employer)
- Committee Members with meeting recorder privileges.

- 3.1.1 Select the 'Delete' button on the 'New Meetings' page. Refer to the screenshot below. The 'Delete' button will be available after you finish scheduling the special meeting.

Home Find a JOHS Committee Minutes & Reports **Dashboard**

### New Meetings

+ Schedule Special Meeting

**Upcoming Meeting**

Special Meeting **Thursday May 30, 2024 - 12:00** Diana Latorre

Reschedule Delete View Agenda

**Scheduled Meetings**

**Meeting Series 1** Delete Series

Jun 26, 2024 - 12:00 Edit Agenda

Jul 24, 2024 - 12:00

Aug 28, 2024 - 12:00

Sep 25, 2024 - 12:00

Oct 23, 2024 - 12:00

Nov 27, 2024 - 12:00

Dec 25, 2024 - 12:00

Jan 22, 2025 - 12:00

Feb 26, 2025 - 12:00

Mar 26, 2025 - 12:00

Apr 23, 2025 - 12:00

May 28, 2025 - 12:00

3.1.2 A pop-up window will appear. If you confirm the deletion, click the 'Delete' button to remove the meeting from the 'New Meetings' page.

Dec 25, 2024 - 12:00

Jan 22, 2025 - 12:00

Feb 26, 2025 - 12:00

Mar 26, 2025 - 12:00

Apr 23, 2025 - 12:00

May 28, 2025 - 12:00

Jun 25, 2025 - 12:00

**Delete special meeting?**

This special meeting will be permanently deleted. Agenda items will still be accessible in "Agenda Items" in the side bar.

Cancel Delete

### Versioning Table

<b>Version</b>	<b>Updated date</b>	<b>Changes Descriptions</b>	<b>Name</b>
V1.1	4th October 2024	1. Quorum Not Met	Priyal
V1.1	4th October 2024	2. Primary Recorder	Priyal
V1.2	7 <sup>th</sup> November 2024	3. Updated handwritten screenshots to font ones	Priyal