

**Guidelines for Virtual Meetings (using MS Teams)  
For Meetings of the Board of Governors, the Senate,  
and their Standing Committees**

**Technical Instructions:**

1. Participants are to keep their cameras off and mics muted, and turn them on only when they are speaking, with the exception of the Chair. This ensures a better connection.
2. Participants who are phoning into a virtual meeting are encouraged to call from a landline if possible. (Cell phones typically do not have the same quality audio.) Participants should ensure that their landline phone has a mute button and are to mute their phone when they are not speaking to avoid static on the line.
3. Participants joining by phone are to identify themselves and their phone number at the beginning of the meeting. The secretary will seek clarification as required.
4. The secretary will mute participants, if they forget to do so.
5. Participants are encouraged to use headphones or earbuds if they have them for optimal audio and to minimize background noise when speaking.
6. For *In Camera* or Closed Meetings: All meeting invitations and virtual meeting links are to be sent by the secretary. Participants are not to share links to meeting invitations with non-committee members unless requested to do so by the secretary.

**Procedures for Virtual Meeting:**

1. Normally, only Members, invited guests, and those who have requested and obtained speaking privileges through the Chair in advance of the meeting will be permitted to address the meeting. In accordance with the normal rules of procedure, individuals must wait to be recognized by the Chair to speak.
2. FOR SMALLER COMMITTEES (<~30): Members can signal that they have questions by using the “raise hand function”, by using the chat feature, or by speaking up. The secretary will monitor the chat feature.
3. FOR LARGER COMMITTEES (>~30): Members should signal that they have questions or comments by using the “raise hand function” or by entering a question mark (“?”) in the chat feature. Otherwise comments can get lost amid multiple texts/chat entries. The “?” will place the member on the Chair’s speakers list. The chat feature should be limited to this specific use and/or for indicating a member’s willingness to move/second a motion (see #4). DO NOT use the chat feature for conversations or other supplemental information. This creates too much “noise” and is distracting to participants and the Chair.
4. VOTING on motions:
  - a. As usual, the Chair will ask for a mover and seconder. Members can indicate by voice (if a small committee) or through the chat feature whether they wish to move or second a motion.
  - b. When calling the vote, instead of asking “all in favour”, the Chair will ask if there are any opposed. If no one is opposed or if fewer than the majority are opposed to the motion, the motion passes. This is easier than waiting to hear “yays” or read “chat” responses from all participants and gets to the same result.

*NOTE: invited guests can read all chat comments, regardless of whether they have left the meeting.*