

Virtual and Hybrid Meeting Guidelines for Senate Standing Committees

Members of Senate standing committees and invited guests will, normally, attend meetings in person unless their primary office location is at the Bannatyne Campus, or they are away from the University. Committee members whose primary office location is at the Bannatyne Campus are strongly encouraged to attend in-person meetings when they can, to promote engagement and collegiality among members of the committee(s) on which they serve.

If a participant is required to attend the meeting remotely, a **meeting link, meeting ID number, and passcode** will be provided to the participant via email from the Office of the University Secretary.

All meetings will be opened at least 15 minutes prior to the meeting start time. Those attending remotely and unfamiliar with using the virtual platform are encouraged to join the meeting ahead of time to ensure that any technical difficulties and/or questions can be addressed at that time.

Please use the following meeting protocols:

- Confidentiality – Do not share the direct meeting link, meeting ID, or passcode for meetings that are held in closed session or otherwise not to be made public. Ensure you are in a private location to preserve confidentiality of discussions. Using headphones with a microphone attached greatly improves confidentiality and the quality of the audio.
- Participants not attending in person are asked to keep their camera on during the meeting to promote engagement with committee members and others attending in person.

1. JOINING THE MEETING

Click on the **meeting link** provided by the Office of the University Secretary. You may be asked to enter the **meeting ID** and **passcode**.

Be sure to indicate your full name, to ensure your attendance is properly noted.

2. AUDIO & VIDEO

The host will normally set up the meeting to mute participants upon entry to minimize background noise. Participants may turn their microphone on when speaking and mute themselves when not. A red line through the microphone icon indicates that the feature is turned off.

3. ATTENDANCE

The Secretary/Resource Person will note attendance at the beginning of each meeting to confirm quorum.

4. USING THE ZOOM CHAT FUNCTION

Participants are asked to avoid using the chat function unless they do not have a microphone on their

device.

If you wish to speak to an item and/or ask a question, remote participants may use the **raise hand** function to signal to the Secretary/Resource Person that you would like to speak/raise a question.

- The Secretary/Resource Person will keep a speakers list to help manage the discussion.
- The Chair will call on Committee members to speak when it is their turn, as indicated on the speakers list.
- When the Chair has signaled that it is your turn to speak, un-mute your microphone and speak loudly and clearly so that others who are participating in the meeting can hear you.
- Identify yourself before speaking and be sure to re-mute your microphone once you have finished.
- If you do not have a microphone on your device, type your question/comment through the Chat function. When the Chair calls on you, based on the order of the speakers list, use the Chat function to indicate your question/comment. Type your question/comment in Chat prior to the Chair calling on you. When the Chair calls on you, hit “return” or “enter” on your keyboard to share your question/comment with the committee.
- The Chair will pause and invite members to comment or ask questions before closing discussion on all agenda items.

There may be a slight delay in the audio, so please allow a moment for a response to your question/comments.

NOTE: The purpose of the Chat function is to: (i) signal to the Secretary/Resource Person that you have a comment/question; (ii) communicate your question/comment if you do not have a microphone on your device, when the Chair calls on you; and (iii) provide voting responses. The Chat function should not be used for side-conversations or comments while others are speaking or commenting (i.e., as you would if the committee were meeting in person, allow others to “speak” and be heard while you wait for the Chair to call upon you).

5. VOTING

Voting will be conducted by a show of hands, including those attending remotely. The resource person will take a tally of the votes, and the results communicated by the Chair at the end of each agenda item discussion.

If a secret ballot vote is required, the polling function will be enabled for remote participants and participants attending in-person will complete a physical ballot.

6. LEAVING THE MEETING

If you need to leave the meeting early, please notify the Chair and Resource Person prior to or at the start of the meeting.

7. TECHNICAL ASSISTANCE

If you encounter any difficulties, please contact the IST Service Desk at 204-474-8600 or on the web at <http://umanitoba.ca/ist/help/> as early as possible. Alternatively, you may also email Emily.Gregorchuk@umanitoba.ca.