

The AUArts General Faculties Council (GFC) will conduct all meetings going forward using an online software program, Microsoft Teams. The online meeting protocol below outlines the responsibilities and obligations for meeting Chairs and members participating in the online meetings.

All GFC meeting packages will now be available on **Sharepoint – General Faculties Council – Documents -GFC Meeting Pkgs** - seven (7) calendar days in advance of a meeting for your review. Documents will no longer be posted to Mosaic.

1. Prior to the Meeting

- a. Please ensure you have the Teams desktop client installed on your device, as the web version lacks some important functionalities. Please download the application [here](#).
- b. AUArts Computer Technology Services have developed a [Basic Setup](#) article to help you with MS Teams. If you are having difficulty, please contact the help desk at helpdesk@auarts.ca or call 403-338-5555, email is preferred.
- c. Please confirm your attendance for each meeting with the GFC Secretary at gfcadmin@auarts.ca
- d. The University Secretariat will provide the Chair with a call roster, prior to the start of the meeting.
- e. To aid your individual meeting experience, it is advised that you meet in a private location to protect the confidentiality of discussions in the event a meeting moves into in camera session. Consider using headphones rather than speakers.

2. Prior to the Start of the Online Meeting

- a. Please use the MS Teams link in the outlook meeting invite to join the meeting.
- b. The GFC online meetings will be open 30 minutes before the start time noted on the agenda. This extra time will ensure you are set up for video and audio correctly.
- c. If you arrive late, please send a note on the chat feature (found in the middle of the control bar that appears in the middle of your screen) to tell members you are now in the meeting.
- d. Once you are connected to the meeting, please **MUTE** your microphone for the entire meeting until you are asked to speak. This is very important as background noise can be disturbing to the entire membership and delay the meeting.
- e. The Chair will do a role call to confirm attendance and quorum before the start of the meeting. Please unmute to respond verbally when the chair calls your name.
- f. The Chair or presenter may opt to share their screen, which will ensure it is available to all participants in the meeting.

3. Participation During the Meeting

- a. The Chair will first present each item on the agenda and then invite presenters for each item as noted on the agenda.
- b. **NEW:** If you want to speak to an agenda item, please put your virtual hand up, indicating that you have a question.
- c. A **speakers list** will be created for each agenda item and the Chair will go through the list of speakers in order received.

- d. Please wait to be invited to speak. When the Chair invites you to speak don't forget to **unmute** your microphone!

4. Forms Voting During the GFC Meeting

- a. **NEW:** All voting will be conducted ONLY using MS Forms and each Form will be available as a link in a Word document contained in the GFC SharePoint meeting folder. The link will no longer be available in the chat feature. The file containing ALL motions for a GFC meeting is called **MS FORMS Voting**. When the Chair invites members to vote, please click the link to access the Form for each motion – and vote.
- b. The Chair will note at the beginning of the meeting what the voting requirements are for each vote. (e.g. If 28 voting GFC members are in attendance, then 14 approved votes must be received for a motion to be carried.)
- c. Real-time results will be available to the Scrutineer on the Form dashboard and in an excel spreadsheet. Your name, your vote and time of vote are recorded in the spreadsheet. Aggregate results will be shared verbally with members once voting is complete.
- d. If you change your mind or press the wrong button during the vote, you will be able to vote again. Duplicate votes are registered under your name and time of vote. The last vote made by a member will be used in the final vote tally, and earlier votes will be removed.
- e. The Scrutineer will advise the Chair when all members have voted. The Chair will report the results of each vote.
- f. This voting process will take extra time, so please be patient as the voting process and tally are completed.

5. Technical Issues During the Meeting

- a. If you have technical issues during the GFC Teams meeting, try one of the following:
 - i. If you are no longer in the GFC Teams site, please try to re-enter through the Teams link in the outlook meeting invitation.
 - ii. If the meeting does not load properly, please contact the help desk at helpdesk@auarts.ca or call 403-338-5555.
 - iii. If you are having issues with Forms during a vote, please email or individually Teams Chat to Andrea Power for assistance to ensure your vote is counted.

6. End/Leave Meeting

- a. Meeting attendees can leave the meeting by using the **LEAVE MEETING** icon at the bottom right of the control bar in the middle of your screen.