

The AUArts General Faculties Council (GFC) and its standing committees may conduct meetings using Microsoft Teams either fully or partially (hybrid). The online meeting protocol below outlines the responsibilities and obligations for meeting Chairs and members participating in online/hybrid meetings.

All GFC meeting packages are available on **SharePoint** - seven (7) calendar days in advance of a meeting for your review.

**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](mailto:helpdesk@auarts.ca) or call 403-338-5555, email is preferred.
- c. Please confirm your attendance for each meeting with the University Secretary.
- d. The University Secretary will provide the Chair with a 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 an 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 online meetings will be open five 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 to tell the University Secretary 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 confirm attendance and quorum before the start of the meeting.
- 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. 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.
- e. Guidance when using MS Teams Chat in a meeting:
  - i. Ensure your discussion is relevant to the agenda and is respectful and abides by the AUArts [Code of Conduct Policy](#) and the [Respectful Workplace Policy](#). Virtual attendees cannot see body language, so members need to be mindful of how attitudes come across without visual cues.
  - ii. MS Teams chat will not be included in the minutes and will not be monitored.
  - iii. The Chair and University Secretary may not be able to read the Teams Chat during the meeting, so if a member has a matter to raise in a meeting, please raise your hand to verbally address the Chair.
  - iv. Should a concern be brought forward to the Chair or University Secretary regarding the use of MS Teams Chat, then deliberation on the matter will occur in a GFC Steering Committee meeting. If the use of Chat is seen to contravene AUArts' values and mission, the Code of Conduct Policy, the Respectful Workplace Policy, or impede GFC's mandate, then the Chair retains the right to remove the Chat function from GFC and its standing committee meetings.

#### **4. Voting During Meetings**

- a. All voting will be conducted using the virtual hand feature. When the Chair invites members to vote, they will first call for "all in favour" and then "any opposed". Please raise your hand and leave it raised until the Chair indicates they are ready to move on to the next part of the vote or if the motion is carried.
- 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 15 approved votes must be received for a motion to be carried.)
- c. 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 Teams meeting, try one of the following:
  - i. If you are no longer in the Teams site, please try to re-enter through the Teams link in the outlook meeting invitation.
- 6. If the meeting does not load properly, please contact the help desk at [helpdesk@auarts.ca](mailto:helpdesk@auarts.ca) or call 403-338-5555.**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.