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Participation Guidelines for Virtual Meetings of OISE Council

The format of OISE Council meetings alternates with both in-person and virtual meetings as suitable. The October and April meetings are normally held in-person followed by a reception for members and guests of Council; while the December and February meetings are held online (via Zoom) to eliminate wintertime commute and increase attendance. Due to the meeting size and audience style seating, OISE Council does not hold hybrid meetings. Standing Committees may offer hybrid participation options; please check with the relevant Committee Secretary closer to the meeting date to confirm details. Continued flexibility with meeting formats improves engagement and accessibility, and supports the diversity of faculty, students, and staff who serve on OISE Council and its Committees.

The notice of meeting, which is normally sent one week in advance of each Council meeting, will specify the format for each meeting (i.e., in-person or virtual) and include information regarding accessing the meeting.

To ensure a positive experience for all members and guests, please review and observe the following **Participation Guidelines for Virtual Meetings of OISE Council**.

Meeting Access:

- To register to attend a virtual meeting of OISE Council, please refer to instructions found in the notice of meeting and within the electronic agenda package, which is distributed by the OISE Council Secretariat one week in advance of each meeting.
- Registration links will be included in the notice of meeting and the agenda and materials package. You must register for OISE Council meetings using your University of Toronto e-mail address.
- After registering, you will receive an automated confirmation e-mail with a meeting link and information about how to join the meeting. The meeting link is unique to you so please do not share the email.
- Registering for the meeting in advance is important to help us ensure an accurate record of attendance and establish quorum for the meeting.
- We ask that all members join the meeting at least five minutes before the start time so that we can ensure successful connection prior to the start of the meeting.
- Upon joining the meeting, you will enter the virtual waiting room. The meeting host will admit you to the meeting shortly.
- Upon entry into the “main room” all attendees microphones will be muted to reduce ambient noise and ensure that everyone can hear the speakers well and without distractions. Please ensure that you keep your microphone muted at all times unless you have been invited by the Chair to speak.
- To enhance accessibility at virtual meetings of OISE Council, live transcription will be available to participants.

Participating in Discussions:

- We strongly encourage all members to carefully review all meeting documentation before the meeting. Materials will be distributed to members one week in advance of each meeting.
- In order to better facilitate virtual meetings, we ask members to submit questions pertaining to business items at least two business days in advance of the meeting via email to: oise.council@UTORONTO.CA. All other questions (e.g., related to the Dean’s Report) will be facilitated at the meeting.

- During the meeting, you can indicate your intention to speak by using the "Raise Hand" feature in Zoom, which is available at the bottom center of your PC or Mac screen. The meeting host will monitor the virtual meeting room and alert the Chair of any members who wish to speak.
- Members will be recognized in the order that they raise their hands. Upon the invitation by the Chair, please unmute your microphone and speak. Please do not forget to introduce yourself!
- Please mute yourself and lower your virtual hand once you have finished speaking. Members who forget to mute their microphones may be muted by the meeting host.
- **Please note** that while the chat feature is enabled during Council meetings for members to express support or other reactions, the chat does not constitute an official record of the meeting. Consistent with our longstanding practice for the in-person meetings of OISE Council, if you wish to have your contributions noted in the official record, please raise your hand and speak.
- Normally, there is no screen sharing at virtual meetings of OISE Council[1]. Members are encouraged to have meetings materials printed or open on their computer or another device.
- You can select to view your video layout in **Gallery View** (upper right corner of your Zoom window). This way you can view up to 49 participants' videos, depending on your Zoom client settings and computer specifications.

Voting Procedures:

- The following procedures apply if the agenda includes any motions/proposals (e.g., major program change) that require a vote.
- The chair will invite a mover and a seconder for any agenda item that requires a vote. Generally, an item will be moved by the member who has sponsored it.
- After a brief presentation and discussion of the motion, the Chair will invite attendees to vote by saying: "Please vote now".
- Use the "Poll" feature in Zoom available by clicking on the "Reactions" icon (at the bottom of your PC or Mac screen) to cast your vote by choosing: "Yes" ✅ if you are in favour of the motion, "No" ❌ if you do not support the motion; or "Raise Hand" ✋ if you are abstaining from voting.
- Please leave your reactions in place for the duration of the vote. The meeting host will clear the responses once the votes have been tallied.
- Please note that it is not our practice to record any names in the minutes related to voting; however, we need to count the "No" votes and abstentions so that we can determine if a majority are in favour or not. All voting members should indicate their vote or abstention so that our vote counts are accurate.
- Please note that only voting members of OISE Council should vote. If you are unsure of your membership status, please check the current OISE Council membership list, which is available on the governance website. If your name is on the list, you are a voting member unless designated otherwise.
- If you are joining the meeting via phone, please vote for each of the motions that require approval by sending an email to oise.council@UTORONTO.CA after the meeting.

[1] The Council's Agenda and materials packages typically include a lot of text and are not shared on screen during virtual meetings. However, occasionally, a meeting may shift to a screen sharing mode to facilitate a presentation of a particular topic/item that is included on the agenda. All efforts will be made to circulate these items a part of the meeting packet.

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Other Considerations:

- In accordance with our longstanding practice, OISE Council meetings will be recorded for the purpose of producing meeting minutes, which constitute an official record of the meeting. Following the approval of the meeting minutes at the subsequent meeting of the Council, the recording will be deleted.
- We hope that you will participate until the meeting is adjourned; however, if you need to leave early, feel free to do so by clicking the 'Leave Meeting' option at the lower right corner of the Zoom window.
- Should you have any questions related to the Participation Guidelines, please email: oise.council@UTORONTO.CA
- Thank you for your participation and contributions at virtual meetings of OISE Council!