

## OISE COUNCIL ZOOM MEETINGS: PARTICIPATION GUIDELINES



As of March 18, 2020, all OISE Council and Standing Committee meetings pivoted to a virtual format due to the pandemic and related public health restrictions. We anticipate that governance meetings will continue to be held virtually until the 2-metre physical distancing requirement for meeting rooms is no longer in place.

To register to attend a virtual meeting of OISE Council, please refer to instructions found within electronic agenda packages, which are distributed by the [OISE Council Secretariat](#) one week in advance of each meeting.

In order to ensure a smooth experience for everyone, please take a moment to read these participation guidelines in preparation for a virtual meeting.

### **Meeting Access:**

- To connect to virtual meetings, please refer to instructions found within online agenda packages. For OISE Council meetings, the registration is required using your University of Toronto e-mail address. The registration link will be included in the notice of meeting, as well as within the agenda and materials package.
- After registering, you will receive a confirmation e-mail with information about how to join the meeting. It will include a link 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 recommend that you join the meeting in advance of its start. We ask that all members join the meeting at least five minutes earlier, so we can ensure successful connection prior to the start of the meeting.
- Upon joining the meeting, you will enter the “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.
- To enhance accessibility at virtual meetings of OISE Council, live transcription will be available to participants.

### **Participating in Discussions:**

- Given the transition to virtual meetings, we strongly encourage all members to carefully review all meeting documentation, which is distributed to members one week in advance of each meeting.
- In order to better facilitate a virtual meeting, we ask members to submit questions pertaining to items of business at least two business days in advance of the meeting via email to: [oise.council@UTORONTO.CA](mailto: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 when you click on the icon labelled “Participants” 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.
- Upon the invitation by the Chair, please unmute your microphone and speak. Please do not forget to introduce yourself!

- Normally, there is no screen sharing at virtual meetings of OISE Council<sup>1</sup>. So, please have your agenda and materials document printed or, if you do not have access to a printer, have it opened on your computer, on a second screen or on 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:**

- These apply if the Agenda includes any motions/proposals (e.g., major program change) that require a vote.
- 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 (also available by clicking on the "Participants" icon) 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.
- Related to voting, please note that it is not our practice to record any names in the minutes; however, we need to count the "No" votes and abstentions so that we can determine if a majority are in favour or not.
- Please note that only voting members of OISE Council should vote. If you are unsure of your membership status, please check [here](#) in advance of the meeting. 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](mailto:oise.council@UTORONTO.CA) after the meeting.

### **Other Considerations:**

- Note that, as per the usual 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.
- We continue to learn, refine, and adapt our approach as we transition to the use of virtual meeting rooms during this fast-changing time. We greatly appreciate your patience and flexibility throughout.
- Should you have any questions related to the Participation Guidelines, please email: [oise.council@UTORONTO.CA](mailto:oise.council@UTORONTO.CA)
- Thank you for your participation and contributions at virtual meetings of OISE Council!

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<sup>1</sup> 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.