

The AUArts Board of Governors 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, Board members and guests participating in the online meetings.

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 functionality. 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 Secretary to the Board of Governors at boardofgovernors@auarts.ca
- d. The University Secretariat will provide each Chair with a call roster for their respective meetings, prior to the start of the meeting.
- e. To aid your meeting experience, it is advised that you meet in a private location to protect the confidentiality of discussions; particularly when the Board 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 provided in the meeting invitation to join the meeting.
- b. The Board or Board Committee online meeting will be open 15 minutes before the start time. This will ensure you are set up for video and audio correctly.
- c. **NEW:** If you arrive late, please raise your hand so the Secretary to the Board knows you are in attendance.
- 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 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 make it 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. Voting During the Meeting

- a. **NEW:** The Chair will ask members to vote - for, against and abstention. If you are **for** the motion, please **don't do anything**; however, if you are voting against or abstain, then please raise your virtual hand during the vote. The University Secretary will confirm with each raised hand if they are voting against or abstaining.
- b. A tally will be taken by the Board Secretary and the results will be communicated by the Chair at the end of each motion.
- c. This process will take extra time, so please be patient as the tally is confirmed.

5. Technical Issues During the Meeting

- a. If you have technical issues during the MS Teams meeting, please try to reload the meeting from the invitation link in Outlook. If the meeting does not load properly, please email andrea.power@auarts.ca or call 403-830-5896 (cell) for advice.

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.