

The University of Western Ontario Staff Association
VIDEOCONFERENCE MEETING POLICY

PURPOSE

The purpose of the Videoconference Meeting Policy is to ensure that meetings held by videoconference are managed in an efficient and effective manner that maintains privacy and confidentiality.

The policy also permits Union meetings (Executive Committee, Stewards Council, Committees or General Meetings), or any other meeting as identified in the Constitution and Bylaws, may be held by videoconference, and shall be permissible as a valid meeting by way of video conference. Meetings shall be conducted in accordance with the procedures outlined in the Constitution and Bylaws where it is not possible to meet in person.

SCOPE

This policy applies to all members either Chairing or attending a UWOSA meeting by videoconference.

RESPONSIBILITY

The Chair of the Executive Committee, Stewards Council, and Annual General Meeting shall be identified as the person responsible for presiding over videoconference meetings. The duties of the Chair shall obtain both in respect of in person meetings, and meetings that occur via videoconference as set out in the Constitution and Bylaws, Terms of Reference or Office Policies.

PROCEDURE

1. For a videoconference meeting to be valid, the members in attendance must be both visible and audible to the other members, unless said member receives special permission prior to the meeting either by the Chair or Executive Officer to be audible only prior to the commencement of the meeting.
2. To comply with the Constitution and Bylaws, meeting information shall be available to members on the UWOSA's website. Members must use login credentials to access this information.
3. The presence of a quorum shall be established by audible roll call at the beginning of the meeting and/or determined by the online list of participating members by the Chair or Executive Officer.
4. Each member is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

5. Where possible, participants are encouraged to wear headphone and/or ear buds to ensure confidentiality, especially in a shared space at Western or remotely at home.
6. The Chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The Chair's decision to do so, shall be announced either at the beginning of or during the meeting and recorded in the minutes.
7. To seek recognition by the Chair, a member shall request recognition to speak in the chat function of the videoconference to everyone on the call. Alternatively, they may raise their hand to request recognition if quorum is minimal and all participants are in view. For those exceptional circumstances where one is present only audibly, a verbal request to speak can be made.
8. Votes shall be taken by electronic roll call or by audible roll call.
9. The Chair or Executive Officer shall notify the participants on the videoconference meeting if and when the meeting is being recorded for the purpose of accuracy of meeting minutes. The recordings shall be destroyed upon approval of the minutes.
10. Member participants who adjourn themselves prior to the end of the meeting shall notify the Chair, per the chat function and shall be recorded in the minutes to ensure quorum of the meeting is maintained.