

The University of Western Ontario Staff Association
VIDEOCONFERENCE MEETING POLICY

POLICY

This policy provides guidelines for holding UWOSA meetings by videoconference.

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, to be held by videoconference.

SCOPE

This policy applies to all members participating in a UWOSA meeting by videoconference.

RESPONSIBILITY

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

PROCEDURES

1. For a videoconference meeting to be valid, the members in attendance must be both visible and audible, 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. Members must ensure their display name is identical to their first and last name as it appears on their Western ONEcard.
2. Attendance shall be taken and quorum established by checking off the member name on a printed list as they are admitted into the meeting from the videoconference "waiting room".
3. 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.
4. Participants are directed to wear headphones and/or ear buds to ensure confidentiality.
5. 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.
6. Instructions for parliamentary procedures shall be provided at the beginning of the meeting.

7. UWOSA meetings held by videoconference may be recorded to ensure the accuracy of meeting minutes. The recordings shall be deleted upon transcription or approval of the minutes.

Approved by the Executive Committee: September 2, 2020

Revised: May 17, 2022

CONFIDENTIAL