



Board of Trustees

Board and Committee Hybrid Meeting Procedures

Board members are strongly encouraged to attend Board and Committee meetings in person. When in-person attendance is not possible, members may participate via video/audio conference. The following procedures outline the expectations and responsibilities for participating in a hybrid meeting.

1. Prior to the Meeting

Trustees are asked to notify the University Secretariat in advance whether they will be attending the meeting in person or remotely.

2. During the Meeting

All Trustees, whether attending in person or remotely, are expected to:

- Connect to the Teams meeting using their own electronic device *
- Keep their video camera on
- Mute their microphone unless speaking
- Refrain from using the chat feature, except to notify of technical issues
- Raise their virtual hand to be recognized by the Chair before speaking; when recognized, identify themselves if necessary
- Raise their virtual hand to vote when the Chair calls the question

Trustees participating remotely are also expected to ensure they are in a secure and private location during confidential proceedings.

*Please contact the Secretariat office should you need to borrow an electronic device.

Approved by the Governance/Nominating Committee: June 25, 2026