

## **Board of Trustees Teleconference Procedures**

Board members are strongly encouraged to attend Board and committee meetings in person. When it is not possible to attend a meeting in person, participation by teleconference is an option. The following procedures outline the responsibilities and obligations for participating in a meeting by teleconference.

### **1. Prior to the Meeting**

- a) Member must advise the University Secretariat that he/she will be participating by teleconference.
- b) University Secretariat will provide member with teleconference dial-in number and participant code prior to the meeting.
- c) For optimal audio results, participants will be advised to use a landline (when possible) and to speak directly into the receiver (as opposed to speaking through a head set or using the hands-free option).
- d) To minimize background noise, place your phone on mute until it is your time to speak.
- e) The University Secretariat will ensure that the teleconference equipment is set-up and working prior to the meeting.
- f) The University Secretariat will place name plates of those members participating by teleconference in a visible area and will provide the meeting Chair with a card containing such names for reference during the meeting.

### **2. Following the Call to Order of the Meeting**

- a) The meeting Chair will announce the name of each member participating by teleconference and will confirm their presence.

### **3. Participating by Teleconference During the Meeting**

- a) The Chair will acknowledge those members participating by teleconference during discussions.
- b) During discussions, self-identify and inform the Chair that you wish to speak on the matter before beginning your comments. The Chair will then add you to a speakers list. You will then be called to speak by the Chair when it is your turn.
- c) When the question is called on a proposed recommendation, the Chair will ask each member to respond with an "aye" or a "nay".
- d) Should a member need to retire from the meeting early, he/she should advise the Chair accordingly before the meeting and also provide notice when leaving the teleconference.

(April 23, 2012)