

## BOARD OF GOVERNORS

# Meeting Guidelines for Virtual Observers

The below guidelines help prepare observer expectations when attending virtual meetings of the Carleton University Board of Governors. These guidelines describe measures that are consistent with past practices and with the relevant Board approved by-laws, policies and protocols. They are also consistent with university policies and protocols addressing individual conduct, safety and security.

## Open vs. Closed Session

Board of Governor meetings are open to the public except for matters deemed to be confidential. Confidential matters are addressed by the Board of Governors in Closed Session. Observers (i.e. non-Board members) are welcome to attend Open Session segments and may only attend Closed Session segments by invitation and Board Chair approval.

## Registering for Open Session

Observers who wish to attend an Open Session of a Board of Governors meeting are required to send their request to the [University Secretary](#) at least **48 hours prior to the meeting**. The University Secretary will send the meeting link to the observer's Carleton email account (or other if external member), prior to the meeting.

## Observer Guidelines

- [Microsoft Teams](#) is the videoconferencing platform used for Board of Governors meetings. Please download the software and become familiar with the platforms' functionality.
- Keep your microphone on **MUTE** and **TURN OFF** your video upon entry into the meeting and for the duration of the meeting.
- Do not use the **CHAT** function during the meeting.
- Observers do not have speaking privileges unless they have been advised of such privileges in advance of the meeting.
- Interference with the progress of a meeting will not be permitted and those who attempt to impede the business of the meeting will be instructed by the meeting Chair to leave. In such circumstances, the observer will exit the meeting immediately.
- Observers and participants are not permitted to record the meeting or any portion thereof either through the Microsoft Teams application, any other application, smartphone, computer or device.
- Observers will exit the meeting immediately upon completion of the Open Session or at the request of the meeting Chair by using the **HANG UP** icon at the bottom right of the screen.

## Contacting the Board

All general inquiries should be directed to [chairoftheboard@carleton.ca](mailto:chairoftheboard@carleton.ca).