

Senate Meeting Protocols for Virtual Observers

The following guidelines have been developed to inform observers of the proper protocols and procedures to follow when attending virtual Senate meetings.

These guidelines describe measures that are consistent with past practices and with the relevant Senate-approved protocols. They are consistent with University policies and protocols addressing individual conduct, safety and security.

Open vs Closed Session

- Open Sessions of Senate meetings may be attended by non-Senators, subject to space availability. Non-Senators are permitted to attend these meetings as observers only.
- Non-Senators may not attend Closed Sessions of Senate meetings, unless they have been invited to the meeting by the Chair or Clerk of Senate.

How can I attend an Open Session Senate meeting?

- Non-Senators who wish to attend an Open Session of a Senate meeting to observe the proceedings are required to advise the Assistant University Secretary at least 48 hours prior to the meeting.
- Virtual Senate meetings are held via Zoom video-conference. Observers are encouraged to download the Zoom app and become familiar with the platform's functionality.

Guidelines for Attending

- Observers will join the Senate meeting via the Zoom app. The Assistant University Secretary will send a meeting registration link to all potential attendees prior to the meeting. Note that this link is a registration link and not the link to join the meeting. Attendees will receive their (unique) link to the meeting in a confirmation email after registration is complete.
- When joining the meeting, attendees will be placed in a waiting room until they are admitted to the meeting by the attendance administrator.
- Observers are asked to keep their **microphones on MUTE** and to **TURN OFF their video** cameras upon entry into the meeting and for the duration of the meeting.
- Observers are **not permitted to use the CHAT function** during the meeting.
- Observers attending Senate meetings **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 by any observer will not be permitted and those who attempt to impede the business of the meeting will be instructed by the Chair to leave. In such circumstances, the observer will exit the meeting immediately.
- Observers will exit the meeting immediately upon completion of the Open Session of the meeting or at the request of the Chair Meeting by using the LEAVE MEETING icon at the bottom of the screen.

General Tips

Download Zoom in Advance

At least a day before the scheduled meeting, please [download the Zoom app](#) to your device. It is highly recommended to use a laptop or desktop.

Connection via Computer Preferred

Connect using a computer with audio and video (webcam) capabilities. If possible, try to use a wired network connection or a secure Wi-Fi connection.

Technical Support

If you run into any technical difficulties during the meeting please contact Alex Pilkington at <mailto:alex.pilkington@carleton.ca>.