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.

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 Speaker 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 Office of the Secretariat at least 48 hours in advance of the meeting via email request: secretariat@algomau.ca
- 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.
- Observers MUST have their full name listed as their Zoom name. I.e. Jane Smith - OBSERVER
- 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 Speaker (or Chair of the meeting) 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 Speaker (or Chair of the 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 secretariat@algomu.ca.