

COSS Guidelines for remote meeting participation

Purpose of Guidelines

As a St George based Tri Campus committee of the University COSS wishes to ensure that all voting members are given appropriate opportunity to participate in COSS. Given the travel times, this is often difficult, especially for student members. These guidelines are designed to provide equal opportunity for participation by all members, especially in consideration that some voting members are from University of Toronto Mississauga & University of Toronto Scarborough.

Constitutional considerations

For the purpose of voting and quorum the COSS Constitution refers to members “present” but does not define the term “present”, nor does it speak to teleconferencing or remote participation in any way other than to prohibit proxy voting. COSS is also governed by Bourinot’s Rules of Order. Bourinot’s sets out no provisions directly in support of or in opposition to remote participation. Under Bourinot’s, in the absence of legal, constitutional, or existing rules of order, the determination of how a meeting should be managed rests with the Chair and the majority the members of COSS.

Guidelines for Remote Participation

1. Members who cannot attend in person may request that the Chair allow them to attend remotely. Where possible, such requests will be made at least one business day in advance of the meeting.
2. Subject to the approval of the Chair, the COSS Secretary will provide the member with instructions for remote access to the COSS meeting. This will require a computer with internet access and may require the member to load software on to their computer.
3. There is no maximum number of remote connections, however members are encouraged to attend COSS meetings in person wherever possible and consider remote participation only in situations where they are unable to attend in person.
4. Members requesting remote access agree to connect from a location that is a controlled environment and will not disrupt the meeting.
5. Members who are participating remotely will be considered Present for purposes of quorum and will have full voting rights.
6. Members present remotely will be noted as such on the minutes of the meeting.
7. When votes are called the chair will ask for members to indicate verbally a yes, no or abstention vote from the members participating remotely even if the general vote was by show of hands.
8. These guidelines should be reviewed by the Chair of COSS and the Secretary to COSS annually and updated if indicated. Any changes should be reviewed annually.