



MRFA
MOUNT ROYAL
FACULTY ASSOCIATION

Meeting Policy

Category:

Operational Policies

Date last Revised:

August 24, 2021

I. Overview

The intent of Association meetings, gatherings and events is to share perspectives and work together often with a view to arrive at decisions that affect our collective wellbeing. To do this, the Association must ensure an environment exists where members feel welcome, comfortable and fully able to participate.

The overarching goal is to produce an organization where open dialogue is possible, where all parties acknowledge the dignity, needs, and beliefs of all, and where the structures are in place that can be trusted to guarantee inclusive spaces.

This policy has been developed by the Association with the intent to ensure that meetings are accessible and inclusive. Policies such as these seek to provide procedural trust to ensure that all members are able to fully participate in all facets of the Association.

II. Universal Design for Meetings

1. In accordance with Association Bylaws, in person and online meetings shall be structured in the most accessible way possible. Member input shall be solicited on an ongoing basis and the following provisions may be adjusted as deemed appropriate.

a. Universal Design Principles, which apply for all Association Meetings, shall require that all individuals presenting content or speaking (including comments and questions) at an Association meeting do the following, when applicable:

- Prior to speaking state their name, position and pronouns (subject to personal discretion),
- Remain in predetermined space at the front of the meeting room for the duration of presentation,
- Provide captioning for videos and simultaneous closed captioning for speakers wherever possible,
- Provide handouts in large fonts,
- Describe important graphics and read text, and
- Ensure the appropriate font size and colour contrast are used in Presentations.

b. Universal Design Principles applicable to all meetings include, but are not limited to the following:

- Members must be able to attend in person, by computer or by phone and not be disadvantaged based on the mode of connection (refer to article 23.4 for items specific to online meetings),

- Speakers will always use a microphone, and
 - Rooms shall be booked, wherever possible, that are physically accessible and in close proximity to gender inclusive bathrooms.
- c. Materials and content to be presented at meetings shall be submitted to the MRFA Administrative Assistant at least three days prior to the Meeting for review to ensure compliance with Universal Design Principles. Association staff shall be responsible for ensuring that appropriate peripherals are available for the meeting to ensure compliance with the above noted Universal Design Principles.
2. Universal Design - Meeting Notice

In addition to requirements for meeting notices as stipulated in the MRFA Bylaws, all meeting notices shall include details on all access provisions that will be in place for each meeting. Where applicable, this shall include but is not limited to the use of microphones, captioning, physical access considerations, and the identification of emergency exits and nearby gender inclusive bathrooms.

3. Universal Design - Training

All Association Officers, Committee Chairs and Staff shall undergo annual training in Universal Design Principles for Association Meetings.

III. Online Meetings

a. Authority

The Executive Board may deem circumstances necessary to permit any and all Association business be conducted via electronic meetings and means. The Executive Board will determine the online platform and a meeting link will be shared with members subject to the provisions below.

b. Meeting Access

- i. It is the responsibility of each member to test their technology and ensure that they have sufficient resources to join, and participate in, the meeting.
- ii. In advance of the meeting members will be provided a cell phone number of an MRFA staff member to text during the meeting should technical issues arise. These text messages will be responded to as time and circumstances permit during the online meeting.
- iii. Members who do not wish to sign into an online meeting may join via a telephone number provided. Members who phone in will be provided a cell phone of an MRFA staff person if they need a point of contact to text messages to (i.e. want to join the speakers' list, are encountering issues) during the meeting. These text messages will be responded to as time and circumstances permit during the online meeting.

c. Meeting Security and Privacy

- i. To participate in an online meeting, a member's identity must be verified to maintain security and privacy to the best extent possible. Meeting security and logistics will be operationalized by the MRFA office team and all members are expected to adhere to communicated requirements.
- ii. To maintain security and privacy recording of meetings is not permitted and members are not permitted to share meeting links with any other person.

d. Meeting Procedures and Observers

- i. If there is a chat panel, during the meeting the chat panel should only be used by a member to move or second a motion or to be put on the speakers' list, as per the processes noted in Robert's Rules of Order.
- ii. Incoming members of the Executive Board, upon election at the Annual General Meeting, will be invited to attend MRFA Executive Board meetings for the remainder of the academic year. Meeting attendance is voluntary and confidentiality forms must be fully executed in advance.

IV. Closed Sessions

The confidentiality conferred in the closed session portion of meetings to the subject matter at hand shall be used to protect individuals and, where appropriate, the Association. To ensure openness and transparency, the Association is committed to reasonably using closed session meetings.

A motion to move to closed session may be presented to handle sensitive issues that cannot be publicly discussed or recorded: the intent is to ensure confidentiality of subject matter discussed. Due to the nature of the work of the Association, every meeting of the Executive Board will include a closed session. Matters to be handled in closed sessions may include, but not be limited to:

- Positions taken in Collective Bargaining,
- Member Representation and Grievance Handling,
- Staff Management and related personnel decisions,
- Appointments and Nomination processes,
- The handling of conflict-of-interest situations,
- Time sensitive matters which cannot yet be made public, and
- Other matters of private nature relating to an individual.

The recorded minutes and any documents distributed during closed session meetings are not made public (and are not attached to approved minutes). The closed session minutes are filed confidentially by the Association and are only available on request to those present in the meeting in accordance with legal requirements, approved Association communications and confidentiality protocols.

If a decision is made during the closed session portion of a meeting, that decision shall be recorded in the official minutes as a formal record; however, any related documentation and/or discussion shall remain confidential.

V. Related Policies

- Grievance Process
 - Duty of Fair Representation
 - Confidentiality in the Grievance Process
 - Conflict of Interest (inc. Conflict of Interest Checklist)
- Confidentiality Policy