

## Presidential Search Committee Protocol for Virtual Listening Sessions

### Principles

The Committee endeavours to allow as many individuals as possible to express themselves during meetings and engage fully with the consultation process. The following protocols are intended to foster an equitable, respectful, and civil experience for all members of our community.

#### 1. Virtual Waiting Room

Meeting participants are expected to arrive on time for the consultation meeting. All meetings include a virtual waiting room. The Meeting Host will admit participants into the meeting once it begins.

#### 2. Display Name

Meeting participants are expected to use proper names as their display name (either first and last name OR first name only). If a participant has not done so, the Meeting Host will ask that participant to identify themselves and will change that person's display name accordingly. Participants who do not comply may be removed by the Host from the meeting, or not admitted to the meeting from the virtual waiting room.

#### 3. Mute Status

Meeting participants will have their microphones automatically muted upon entering the meeting. The Meeting Host will turn on participants' microphones when they are called on to speak by the Meeting Host or Chair.

#### 4. Camera Usage

Meeting participants may choose to use their cameras, or not, at their own discretion when speaking.

#### 5. Raising Hands

Meeting participants are expected to raise their "virtual hand" in the Zoom app when they wish to speak. The Meeting Host or Chair will call on participants to speak in the order in which their virtual hand was raised. The Chair will endeavour to ensure that all participants have a turn to speak during the meeting.

#### 6. Speaking Time

In order to allow as many people to speak as possible, the Meeting Host may impose a speaking time limit at their discretion. Time limits will be communicated to all meeting participants. Participants who do not comply with the speaking time limit may be muted by the Meeting Host.

#### 7. Respectful Conduct

Meeting participants are expected to express themselves respectfully and treat all persons in the meeting with respect, courtesy, and dignity. Any meeting participants who use offensive or disrespectful language, whether verbally or by any other means, may be muted or removed from the meeting by the Meeting Host.