

CI Staff Council Meeting Etiquette

Staff Council Representatives & Exec (Voting Members)

- Come prepared to bring questions from your division to our guest speakers, to provide updates and reports on activity in your division, and to speak on discussion items in the agenda
- Add your represented area to the beginning of your name as it appears on Zoom
 - *Example: DSA – Ecko Dolphin*
- Keep your mic on mute when not actively speaking
- Keep your video on, excepting short periods for breaks, work needs, or the resolution of technical issues
 - If you have concerns about the privacy of others in your space or ongoing technical difficulties, or need accommodations, contact [Staff Council Exec](#)
- Notification of anticipated absences or proxy participation/vote should be submitted to Exec as soon as possible, but at minimum before the start of the meeting (email [Chair](#) and CC [Staff Council email](#))
 - Per the Bylaws, absence from 3 meetings *without* proxy and 5 meetings *with* proxy within the fiscal year may result in removal from Staff Council

Members of the Public

- Questions, comments, and announcements from members of the public should be reserved for the Public Forum portion of the meeting
 - General questions for the Council can also be submitted via [email](#) or by utilizing the [Questions & Feedback button](#) on the Staff Council website
- Questions related to agenda topics or requests for clarification can be posed at any time
- Division reports are reserved for representatives of said division; announcements or other information needing dissemination should be directed to your representative(s) for reporting to Staff Council

General Procedures

- Staff Council meetings are run using [Robert’s Rules of Order](#) – questions regarding procedures under Robert’s Rules can be posed at any time
- Meeting Agendas should be available at least one week prior to the anticipated meeting date; agendas will be attached to the Outlook meeting invitation and uploaded to the [Staff Council web page](#)
 - Calls for Agenda items from representatives will go out two weeks prior to the anticipated meeting date via the Staff Council Teams group chat – representatives are encouraged to bring any topic to Staff Council meetings for discussion, and staff should bring any topics of interest or concern to their representative(s) for inclusion
- Anyone wanting to speak should raise their hand (via Zoom) and be recognized by the Chair before unmuting and speaking
 - Contact [Staff Council Exec](#) for any necessary accommodation(s)
- Chat will be limited to direct messages to Exec during Staff Council meetings and will not be considered official record or included in the minutes
 - Send any links or documents being referenced either directly to Exec via the chat or via [email](#) for inclusion in the minutes and dissemination as needed