
Ready, Set, Meet: A Practical Guide to Senate Protocols, Materials, and Voting





NOSM Username and Password

The Agenda and Materials is linked so you will need a NOSM Username and Password

Example:

- **Barney/Barnette Senator** bsenator@nosm.ca
- **Pswd: (given by IT) yOugot1t!**

The initial links should prompt a single Sign On – if not go to the portal linked on the next page and access the full folder.

Still can't sign in... Help Desk Information (helpdesk@nosm.ca)
<https://www.nosm.ca/about/administrative-offices/it/>

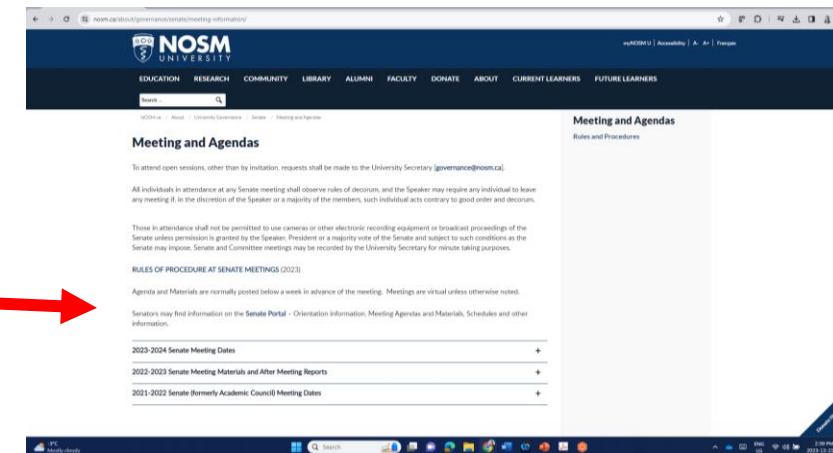
Accessing Materials

3 ways to access meeting agendas and materials

1. **Via Email** – One week prior all Senators and Observers will receive the linked Agenda with the Materials. At times, there are documents that may be late (this requires approval of the Provost and University Secretary).



2. **Via NOSM U** – Senate Webpage – the OPEN meeting Agenda and materials are posted to the Website <https://www.nosm.ca/about/governance/senate/>



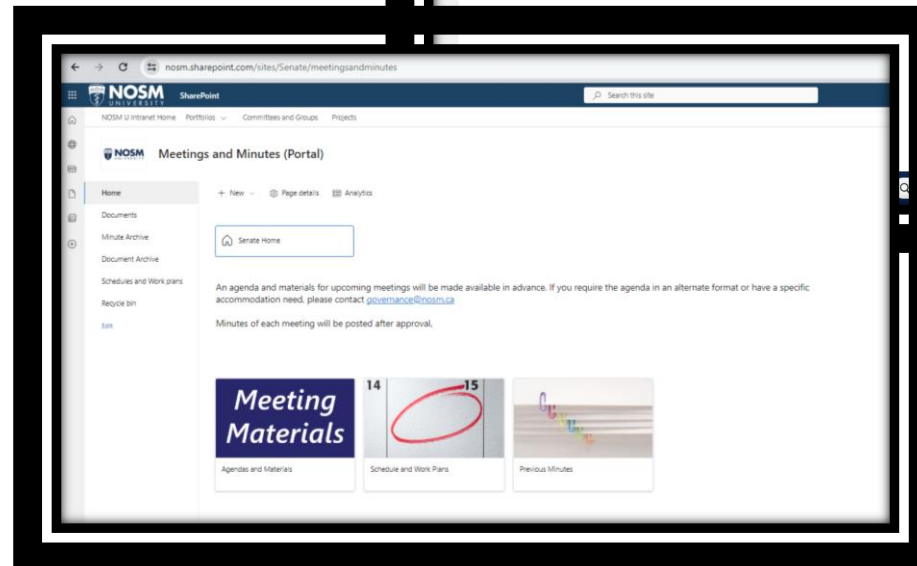
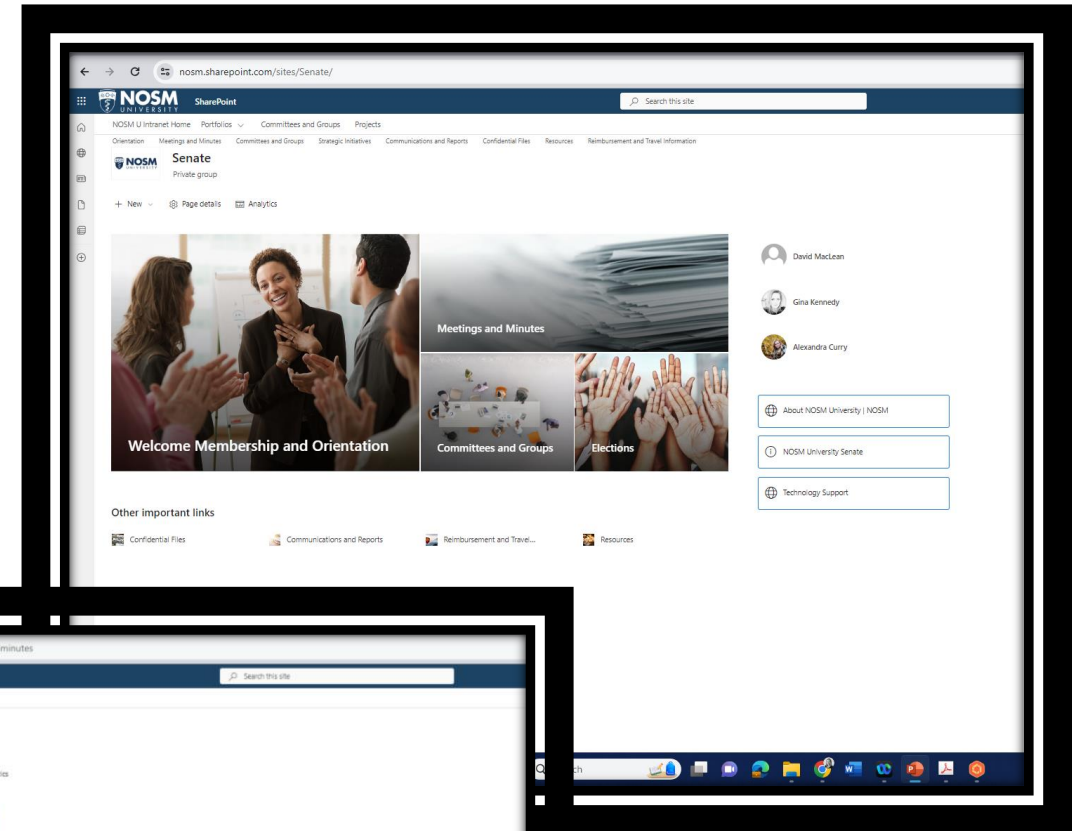
#3 Accessing the Senate Portal

Tons of great info here

- Welcome Information
- Orientation Links
- Meeting Materials

Link

<https://nosm.sharepoint.com/sites/Senate/>





Webinar Protocols

- The Senate Meetings are held via Webinar. As a Senator or Speaking Guest, you will have access to your video and microphone.
- If you are a guest or observer you must request to speak via the chat function to the Host and/or be acknowledged by the Speaker.
- All individuals in attendance at any meeting shall observe rules of decorum, and the Speaker may require any individual to leave any meeting if, in the discretion of the Speaker or a majority of the members, such individual
- Those in attendance shall not be permitted to use cameras or other electronic recording equipment or broadcast proceedings of the Senate unless permission is granted by the Speaker, Provost, President or a majority vote of the Senate and subject to such conditions as the Senate may impose. Senate and Committee meetings may be recorded by the University Secretary for minute taking purposes.
- More information about the Rules of Procedure can be found in this document: <https://www.nosm.ca/about/governance/senate/meeting-information/rules-procedures/>



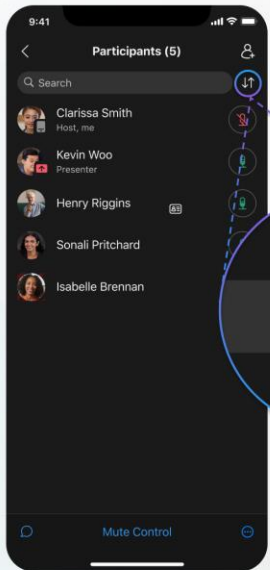
How to Ask a Question or Comment in WebEx?

- **Option 1: Chat**
 - Type "Question/Comment – [details]" in the Chat to indicate you'd like to speak.
- **Option 2: Raise Hand**
 - Use the "Raise Hand" feature to signal your intent to ask a question or comment.
- **Moderation**
 - The University Secretary or Speaker will manage the order of speakers and ensure you have a chance to contribute.
- **TIP**
 - When multiple hands are raised, check the top of the **Attendees List** to see the speaking order.

More details on the next slide!

Raise your hand and see who has raised their hands function

See who has their hand raised -sort function



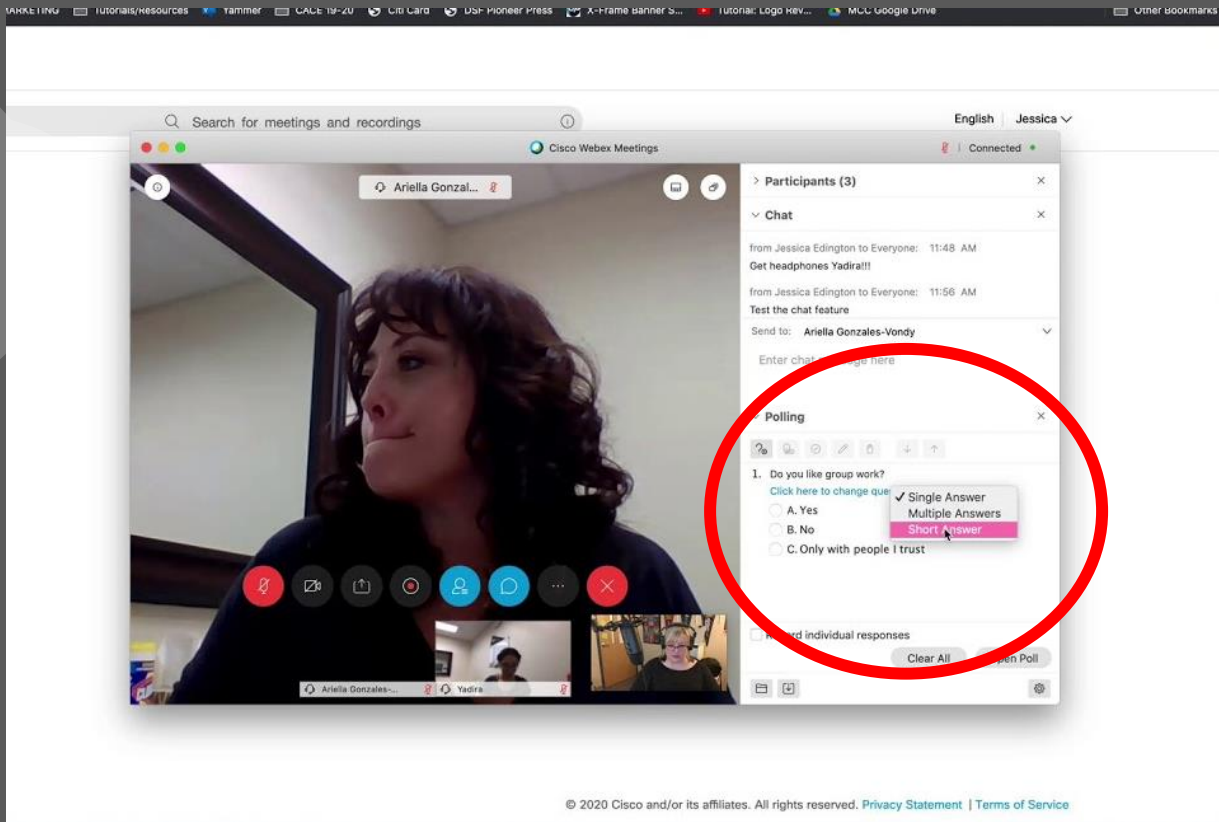
Raise your hand



How do I vote in WebEx SLIDO?

- **Access Slido:**
 - **Option 1:** Click the Slido link provided in the Webex meeting or agenda.
 - **Option 2:** Use your phone or another device to scan the QR code on the agenda.
- **Join the Poll:**
 - Enter the event code (if required) or select the poll displayed in the Slido section within the Webex app or browser.
- **Submit Your Vote:**
 - Click or tap your preferred option in the poll. Ensure your vote is confirmed if prompted.
- **Alternative Voting:**
 - If Slido isn't working, manually raise your hand in Webex or type your vote into the chat.

Voting view via WebEx



Once confirmed that it was duly Moved and Seconded



The Poll will open at the bottom right of your WebEx screen (red circle)



Cast your vote – you should only be able to vote once – only Senators may vote.



Should the Poll not work The Speaker will call for a verbal vote and ask for all those in favour first, then all those against, and finally all those abstaining.



The raise your physical or WebEx hand will demonstrate your vote.

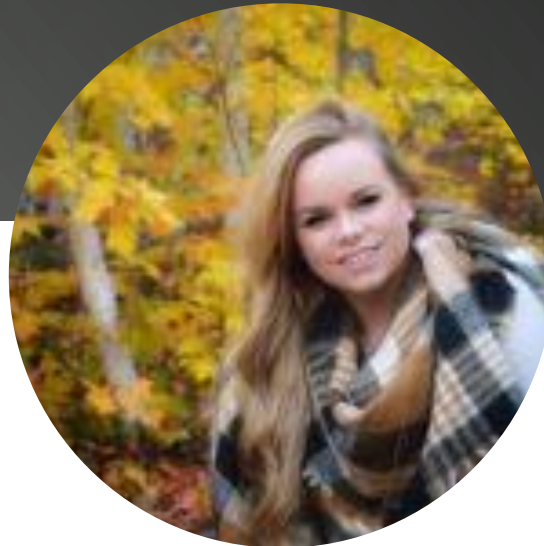


The University Secretary will notify the Speaker of the number required to pass.

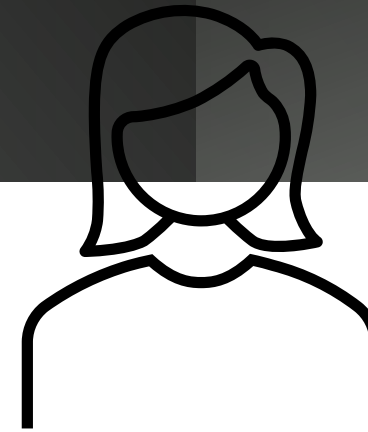
University Secretary's Office Staff



Gina Kennedy, Director
Office of the President
University Secretary
gkennedy@nosm.ca
C: 705-618-4009



Alexandra Curry
Assistant Secretary
alcurry@nosm.ca



Kailey Beggs
Student Assistant
kabeggs@nosm.ca

Main Governance Office governance@nosm.ca. This email is monitored by several staff, and we will respond to you within a day, or you can contact one of us directly.