



STUDENT VOICE

VIDEO CONFERENCE MEETING PROTOCOLS

These protocols are designed to ensure maximum organised participation in the Student Voice. As the meeting is Video Conference it is important that we keep to order to ensure the smooth running of the meeting.

- The Union Chair will be the chair of the meeting overall and will have priority to speak. This means that when they speak everyone else becomes silent.
- Each video conference room will have a Point of Contact in it, this person will make themselves known at the start of the meeting. Therefore if you have a question please make it known to them in your conference room and they will notify the Chair that they have a member who wishes to speak.
- The Point of Contact at each campus will show that they (or someone in their room) want to speak by raising their hands.
- When voting takes place, the Point of Contact will count the number of people who are in favour, who are against and who abstain (don't wish to vote either way) and will relay this information on request to the Chair and minute taker.
- All voting will be done by show of hands, no names shall be recorded against votes, unless Voice requests otherwise.

If you have any questions about these protocols please contact Claire Lumsden on src@sauws.org.uk or Ann Mitchell on unionchair@sauws.org.uk.