



For the future you want

STANDING ORDERS OF THE EDINBURGH COLLEGE BOARD OF MANAGEMENT

ANNEX FOR VIRTUAL AND HYBRID MEETINGS

The purpose of this annex to the Standing Orders is to ensure the orderly and effective conduct of virtual and hybrid meetings of the Board of Management (“the Board”) and of Committees of the Board (“Committees”).

1. INTERPRETATION

- 1.1 **Virtual meeting:** a meeting of members of the Board where arrangements have been made in advance to allow participants to attend the meeting by means of a conference telephone, video link or similar means of electronic communication at which all participants can be heard and can hear each other without the need for them to be physically present at the same location. A person participating in a meeting by such means shall be deemed to be attending **virtually**.
- 1.2 **Hybrid meeting:** a meeting of members of the Board at which some participants are attending the meeting in person and others are attending virtually.

2. MEETINGS OF THE BOARD AND COMMITTEES

- 2.1 Where arrangements have been made for a meeting to be held virtually or as a hybrid meeting, the notice calling the meeting shall state that fact and include details of the means by which a person may attend the meeting virtually.
- 2.2 To attend any virtual or hybrid meeting, a Member must be able at that time to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance.
- 2.3 A person attending a meeting virtually shall have the same rights to receive notice, speak, vote and otherwise participate in the meeting as they would have if attending the meeting in person.
- 2.4 The minutes of a meeting shall record the names of all persons present at the meeting without distinction between those who attended in person and those who attended virtually.

3. QUORUM AND VOTING RIGHTS

- 3.1 No business shall be transacted at a meeting unless a quorum is present. A person shall be deemed to be present by attending either in person or virtually where arrangements for virtual attendance have been made.

- 3.2 A person entitled to vote upon the business at a meeting may do so either in person or virtually where arrangements for virtual attendance have been made.
- 3.3 In any debate, the Chair of the Meeting will invite all Members in attendance whether they wish to say anything as part of the debate. If a Member wishes to speak then this is the point at which they will so speak.
- 3.4 Each vote will be a roll call vote or by a show of hands, while the minutes will record the decision of the meeting.
- 3.5 Where a vote is to be taken by means of a secret ballot, any arrangements for a meeting to be held virtually or as a hybrid meeting shall include a means for those attending virtually to cast their vote secretly.

4. CONFLICTS OF INTEREST

- 4.1 Any Member with a Disclosable Interest in any particular matter must disconnect from the Meeting for that particular item. The Meeting will, if required, pause for up to five minutes for the said Member to reconnect once the matter has been dealt with.

5. CONFIDENTIALITY

- 5.1 When confidential, or 'closed' matters, are under consideration. Members attending virtually should ensure that there are no members of the public at remote locations able to hear or see the proceedings during such meetings.
- 5.2 No virtual or hybrid meeting of the Board or its committees shall be digitally recorded unless a proposal, justifying the purpose of the recording, is unanimously agreed by all Members in attendance.

6. CONNECTIVITY AND ACCESSIBILITY

- 6.1 Members attending virtually should connect to the Meeting shortly before the allotted commencement time and check that their connection is operational¹.
- 6.2 Members attending virtually should ensure that their microphone is muted other than when they are entitled to speak.
- 6.3 If applicable, Members attending virtually should ensure that their online chat function and notification functions (e.g. raised hand etc) are operational.
- 6.4 Members attending virtually who experience connectivity and/or accessibility issues should ensure that the Chair is notified at the start of the meeting, or at the earliest opportunity.
- 6.5 If a Members in attendance wishes to speak, and is unable to access the chat or notification functions, they should verbally advise the Chair that they wish to do so.

¹ Members of the Board of Management are advised to log-in to Microsoft Teams using an Edinburgh College account, to ensure that both functionality and confidentiality are maintained.