

Meeting Rules and Expectations

Overview

Enhancing meetings will help productivity and create a more comfortable environment for all. Inclusive meetings with well-considered rules and practice ensure all persons can effectively engage, receive information, access and participate equally and equitably whilst feeling respected and valued. By continuously reviewing and capturing requirements you are directly contributing to best collaboration.

Purpose

- To provide productive and inclusive meetings for all
- To maintain memberships through deliverables
- To ensure all stakeholders and members feel supported
- To increase and empower stakeholders and members to contribute without limits.
- To continuously improve communication and access by delivering a robust action plan to include all.
- Offer support and information to improve organisation facilitation and personal options to improve participation or ease of tasks.
- Ensure all participants feel valued and respected.
- Continuous improvement and modeling of acceptable practices.

Expectations of Association

- To include and make accessible adjustments to support all participants
- Provide a secure and safe meeting space.
- Communicate clear, concise and succinct information
- Maintain respect, privacy and advise of poor practice respectfully
- Manage the meeting and have identified persons to undertake the process.
- Provide opportunity to give feedback or complaint, post meeting.
- Continue to improve and make necessary adjustments to policy or procedures to benefit the organisation and its members.

Accessible Information

The ATMA at all times will strive to model the delivery of accessible information and will continue to improve the availability of information to our members by including;

- Headers on documentation
- grouped information and flowable structure
- Described images or photos
- ability to be viewed on any device
- Accessible through inbuilt or adaptive technology ie, text to speech, screen reader, braille device, acc etc.
- All text to have contrast for easy reading
- ability to fill or respond to information or communication, Without barriers

Privacy and Security

It is extremely important to always respect and provide a secure and safe environment for all participants, the ATMA will act to protect all involved from breaching any privacy or safety issues in the first instance and expects all members to comply in best practice in safeguarding themselves and others.

Control on Security

Whether you're hosting or just acting as a participant, you'll want to make sure your meeting is secure. As a virtual meeting host, we will always set our meetings to 'private.' With private meetings, only the people who have been invited or have permission will be able to join.

- During a meeting, we will also want to protect meeting attendees from themselves. If the meeting has no need for the screen share feature, then we can just switch this option off to disable the screen-sharing. This way, participants won't accidentally share your screens
- Enhance your own security by joining the meeting from a secure home network. Limit open tabs or close any unrelated tabs when screen sharing
- Mute yourself when not speaking and or turn the video off if you need to excuse yourself.
- Don't name or identify persons without prior approval and avoid where possible

General Meeting Rules

- Arrive at meetings 5 minutes prior to start time to allow all members to connect and commence meetings at agreed time.
- Advise in advance of non or late attendance.
- Advice prior to meeting if you have any needs or considerations, issues related to meeting.
- Items for Agenda to be sent to the secretary or chair 7 days prior to meeting.
- No new items to be placed on agenda during or after actionable cutoff.
- All members and participants are to maintain professional conduct and disengage in disputes if asked by the chair.
- Respect the chairs role and follow guidance to maintain respectful and productive meetings

Best Communication Practices

- Please ensure your camera is well centered to enable others to view your face & mouth clearly
- Please ensure there are no bright lights directly behind you as this places a shadow on your face making it hard to lip-read
- Please keep hands, pens etc. away from your mouth as that makes it difficult to lip-read
- Please look directly at the camera when speaking
- Please speak clearly so everyone can follow the conversation
- Have patience - latency and personal needs may require more time
- Ask questions through chat if unable to communicate inclusively or use understood options.
- Remove or limit distractions, mute microphone when not speaking or the chair will mute participants where and when needed to respect privacy and participation of all attendees.

Accessible features for virtual meetings and how

There are guides on accessible options and features to support participation, the ATMA promote their use to ensure ease of access and to increase active participation, we encourage all members to browse the following links and to contact the ATMA by email at atma@at-aust.org if you require assistance to participate.

- Zoom accessibility features to support all [click here](#)
- Zoom - Keyboard Shortcuts [click here](#)