



# DECORUM FOR MONTHLY MEETING INCLUDING THE USE OF VIDEOCONFERENCING POLICY

TEAMSTERS CANADA RAIL CONFERENCE

## 1.0 Policy Statement

In our efforts to modernize the TCRC we have decided to incorporate videoconferencing into our organization. To facilitate membership involvement, we have restructured the TCRC bylaws to allow for videoconferencing or a hybrid option (in-person and videoconference concurrently). The approved videoconferencing formats include:

- ZOOM
- WEB-EX
- Microsoft TEAMS

## 2.0 Application

Decorum for TCRC monthly meetings;

### 1. Verifying attendees of meeting:

In person meetings

- Each Attendee must sign meeting register

Videoconference Meetings

- Each Attendee must be confirmed and documented by visual and voice by Division S/T (or member filling that office). Visual confirmation must be maintained for the duration of the meeting.

### 2. Behavior:

All attendees are expected to conduct themselves in a respectful, orderly manner and within the guidelines of the TCRC harassment policy. Inappropriate behavior will not be tolerated.

In person meetings

- Any member who acts inappropriately will be issued a warning from the Division President. If the member continues to act inappropriately, they may be ejected from the meeting.

### Videoconference meetings

- Any member who speaks inappropriately may be muted for the duration of the meeting. If the inappropriate behavior continues (gestures, etc.), they may be ejected from the videoconference.

### 3. The meeting:

#### In person/videoconference meetings

- It shall be the duty of the President to moderate at all meetings of the division.
- Attendees are expected to act professionally and dress appropriately. The consumption of drugs or alcohol is prohibited during meeting.
- The President must ensure that meetings are conducted without bias, all members must be afforded equal treatment whether in-person or present by videoconference.
- The President must keep the meeting on topic and focused on the business of the division.
- In videoconference format or members joining an in-person meeting by videoconference will be muted by the President until recognized in order to speak or make motions.
- Motions will be voted on by show of hands and/or verbally.
- Minutes and voting will continue to be done as per the TCRC bylaws.
- Any elections or motions which require a secret ballot will be done by an approved method as per the TCRC bylaws Division Rules Section 8 (ie: mail or Simply Voting).
- All members are entitled to participate in meetings in a respectful fashion. Members should be able to speak without fear that they are being recorded. Any recording of a videoconference meeting is expressly prohibited. A violation of this requirement may result in discipline/charges against the offender.

### **3.0 Enquiries**

Enquiries about this policy and related procedures can be made to the National Secretary-Treasurer.

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