

Hybrid and Virtual Meetings

The Constitution allows for attendance at meetings 'in person, via video or audio link, or by any means through which they are able to understand what is being discussed in the meeting and clearly to demonstrate their voting intentions.' (Section 3, clause b) to count towards quorum.

At the discretion of the Chair, a JCR meeting may therefore be held in-person, fully virtually or in a hybrid format – with the latter two formats using a video/audio conference call.

Where meetings are held in a virtual or hybrid format, virtual attendees may request the floor from the Chair by entering the following 'action codes' in the chat box: 'H' to raise a hand, 'DP' to raise a direct point, 'PO' to raise a point of order, or 'P' to raise a procedural motion. Points of order and then procedural motions shall take precedence, as per Annex 5 of the Constitution. The Chair will usually allow those raising direct points to speak ahead of other raised hands.

If a virtual attendee has been called to speak, the Chair will invite them to enable their microphone or, if the attendee prefers to send a message alongside their 'action code' in the chatbox the Chair will read this out instead of calling them to speak.

In the case of a normal vote by show of hands, virtual attendees with video enabled should raise their hands as they would in an in-person meeting, and be counted as usual.

Participants by audio only should type their vote in the chat box – and the Chair or their nominee for this purpose will type the messages 'START VOTE' and 'END VOTE', followed by the motion title, in the chat to indicate when valid votes may be cast in this manner.

In the case of a secret ballot, the procedure to be used will depend on software constraints and it is therefore at the discretion of the Chair to make a ruling on this. Any method used must ensure (a) the anonymity of all voters – that no vote may be tied to an individual, (b) that only attendees of the meeting have voted and (c) that no individual is able to vote more than once on the same motion. In the event that the Chair considers a virtual or hybrid secret ballot unfeasible in any instance, they may rule that a vote be adjourned to a subsequent meeting.

Multiple attendees may be present on one device, however, in order to count towards the meeting quorum and to be entitled to vote, each attendee must be individually visible on camera. Attendees not able or wishing to appear on video must be present on an individual device.

For the purpose of minuting, the Secretary will routinely disregard any content in the chat box of a virtual or hybrid meeting which is not read out by the Chair in the course of the meeting. The Secretary retains, however, discretion to include such content at their discretion to assist them in producing a representative minute.

Jamie Charles
JCR President

Jacob Hougie
JCR Secretary

George Stokes
JCR Vice-President