



# Meeting Etiquette and Procedures

For the purpose of this document, "committee" refers to any governance or decision-making body with membership from both students and staff. This may include, but is not limited to: working groups, steering groups, councils, and boards.

Attending meetings is likely to be a large part of your role as a student representative. Meetings provide the platform for the discussion of ideas and issues, and most importantly are the forums for decision making. It allows you the opportunity to voice your perspective as a student and/or the thoughts of other students as well depending on your role.

## Meeting Procedures

If you don't have much experience being on committees, don't be too concerned as you will soon become familiar with the procedures and protocols expected. You should also receive some form of induction before your first meeting, but if not, don't be afraid to contact the committee Chair and ask some questions, including:

- How does the committee run? When are agendas sent out? Can I suggest agenda items?
- What is the schedule and length of meetings?
- How and who do I inform if I cannot attend a meeting?
- How often (if at all) am I expected to give a report? How can I request this opportunity?
- How can I access minutes and any required pre-reading?
- How and who can I communicate [with] between meetings if I have any questions?

## Meeting Etiquette

- Make sure you have carefully read the agenda and any minutes prior to the meeting and highlight items that are especially relevant to students.
- Make notes on the points you want to make; bring clearly formatted and expressed documents to table as support and evidence if required.
- Do the required reading and stay informed.
- Gather student input and feedback. It is their perspective you are representing.
- Speak confidently and respectfully. Make sure you go through the Chair and listen carefully to others' viewpoints.
- Make sure you follow up on any actions assigned to you.
- How and who can I communicate [with] between meetings if I have any questions?

## More tips:

- **Don't check your phone:** Keep it off and away. If you're using it to view the papers, make sure vibrations and sounds are turned off.
- **Stay interested:** Look at the person speaking or the visual aids. Staring out the window or at your phone isn't a good look.
- **Get there on time:** Arrive early if you can (not too early) and make sure you have brought everything you need.
- **Avoid side conversations:** Don't speak when someone else is presenting and avoid getting in off-topic conversations with the person next to you.