Virtual Meeting Code of Conduct

BoardCloud

Code of Virtual Meeting Conduct

Here is a checklist of items that can be used as the starting point for a code of virtual conduct that can be tailored to suit your organisation and its virtual meeting style.

Feel free to use as many of these suggestions as you need. I would be greatly appreciated if you add or suggest any additional rules that you feel would be useful for others. Use the Disqus window below this document to suggest.

Code of Conduct for Directors at Virtual Meetings

1. The Meeting Director or Chairman controls the meeting and I will comply immediately with all requests or instructions that he/she makes
2. I will keep my video camera on at all times unless instructed otherwise by the Meeting Director
3. I will keep my microphone muted at all times, unless I have been asked to speak by the Meeting Director
4. I will 'raise my hand' electronically when I would like to speak and I will wait until instructed to speak before unmuting my microphone and starting to speak
5. I will clearly identify myself by name before I speak
6. I will not:
   a. Engage in other work or tasks during the meeting, this includes but is not limited to:
      i. Reading or answering emails
      ii. Reading documents not related to the current meeting
      iii. Browsing or surfing the internet for any reason other than research related to the matter under discussion
   b. Type or use my keyboard unless specifically required for a response or to make notes directly pertaining to the matter under discussion