



When a company is holding a board meeting by virtual means it is advisable that a set of ground rules are agreed with the Chairperson and circulated to participants in advance to ensure board room etiquette is maintained in the virtual forum and that the meetings are effective and conducted securely.

In addition to the basic board room etiquette rules on dress code, location, silencing of mobiles etc., the following ground rules should also be considered when scheduling virtual board meetings:

- Read agenda and board materials prior to the meeting commencing
- Join the meeting at least 15 minutes before it is due to start so that should you experience any connection issues they can be resolved in advance of the meeting
- Ensure you allow sufficient time for the entire meeting as if you were attending a physical meeting
- Ensure no other person or distractions are present for the duration (or any part) of the meeting
- Ensure your microphone is working and keep it on mute throughout the meeting unless you wish to make a comment / contribute
- Do not record the meeting unless agreed in advance with the Chairperson and Directors
- If you wish to comment / contribute and your microphone has been disabled by the host please use the chat button to alert the Chairperson you wish to speak / virtually raise your hand by clicking the “raise hand” function (if available)
- Be prepared before the meeting by having all board papers / stationery required near to hand and ensure all devices needed to participate in the meeting are fully charged
- If you need to leave the meeting temporarily this should only occur with agreement of the Chairperson
- When speaking do so clearly into the microphone and, unless agreed otherwise at the start of the meeting, state your name before speaking
- If participating in a video call, look directly at the camera when speaking and remember you are visible to all participants for the duration of the meeting unless your camera is disabled
- Be respectful of the role of the Chairperson in encouraging debate, summarising discussion and clarifying decisions made
- Do not cause offence or take offence; accept the diversity of opinions and views presented
- After the meeting please provide feedback to allow for improvements to the efficiency of future virtual board meetings
- Read any post meeting action plan circulated and ensure you agree with and complete the tasks allocated to you and report back appropriately on their completion in a timely manner
- Observe the confidentiality and sensitivity of matters discussed at the meeting and ensure that all papers / meeting materials are stored safely as if you are in a formal board meeting setting

**If you have any queries or require assistance in relation to any aspect of arranging or hosting a Virtual Board Meeting please contact us on [info@fcscorporateservices.com](mailto:info@fcscorporateservices.com) or 00353 (0)91 704818**