

Rules for Electronic Zoom Meetings of the University Senate

1. **Login information.** The Secretary shall send by e-mail to every member of the Senate, at least 48 hours before each Senate Meeting, the time of the meeting, the URL and codes necessary to connect to the Zoom Meeting, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone. The Corresponding Secretary shall also include a copy of, or a link to, these rules.
2. **Login time.** The Secretary shall schedule Zoom meeting availability to begin at least 15 minutes before the start of each meeting.
3. **Signing in and out.** Senators shall identify themselves by an “S-” before their name so as to distinguish themselves from other guests (e.g., S-Todd Steury). Senators shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
4. **Quorum calls.** The presence of a quorum shall be established by poll at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating Senators, unless any Senator demands a quorum count by poll. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. **Technical requirements and malfunctions.** Each Senator is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Senator’s individual connection prevented participation in the meeting.
6. **Forced disconnections.** The Chair may cause or direct the disconnection or muting of a meeting participant’s connection if it is causing undue interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any Senator, shall be announced during the meeting, and recorded in the minutes.
7. **Assignment of the floor.** To seek recognition by the Chair, a meeting participant shall raise their hand. Senators will be recognized before non-Senators.
8. **Interrupting a member.** A Senator who intends to make a motion or request, which under the rules may interrupt a speaker, shall first raise their hand - at which point they will immediately be given the ability to speak if necessary - and then indicate by voice that they seek to interrupt the speaker. The Senator will then wait for the Chair to acknowledge them before proceeding with their motion or request. Example: A Senator is having trouble understanding a speaker due to noise from an unmuted meeting participant. The Senator could raise their hand to be given the ability to speak, vocally proclaim “Point of Privilege”, and when recognized by the Chair indicate their difficulty in understanding the speaker.
9. **Display of motions.** The Secretary, or any assistants appointed by him or her for this purpose shall cause any documents that are currently before the meeting for action or information, motions, or amendments to be displayed on the screen. The motions will also be announced vocally

10. **Substitutions.** Any Senator who wishes to send a substitute to a meeting in their stead is to inform the Secretary of the name and e-mail address of that substitute 24 hours in advance so that the substitute can be included in the voting roll (and thus be given the permission/ability to vote).
11. **Voting.** Votes shall be taken by the anonymous voting feature in Qualtrics, unless a different method is ordered by the Senate or required by the rules. The Qualtrics poll will be sent only to Senators and their previously identified substitutes. The Qualtrics poll will limit each participant to vote only once. When required or ordered, other permissible methods of voting are by electronic roll call (show of hands) or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly responded to acknowledge their presence without casting a vote (i.e., abstain). Results of the poll will be shared on the screen and announced by voice at completion of the poll. Business may also be conducted by unanimous consent.