![W Faculty Senate - Western Michigan University]

Faculty Senate Meeting
Senator and Attendee Virtual Meeting Expectations

Please join the Webex Event meeting 15 minutes prior to the scheduled starting time of 5 p.m.

Cameras and microphones: Senators and Attendees are expected to have working microphones and cameras so they can address the Senate and be seen when recognized by the presiding officer. Senators and Attendees are expected to turn on their cameras when addressing the Senate.

Meeting features:
Meetings will not be electronically recorded
The raise hand and the Q&A features will not be accessible at this time
All correspondence with the presiding officer will be facilitated by the meeting moderator through the Chat

There are two types of roles:
- Panelists which can be seen by all participants
- Attendees which can see the panelists. Attendees wishing to address the Senate will be temporarily moved into the Panelist role so they can be seen by all participants when addressing the Senate

Sign-In: Senators are expected to sign in using the roll call vote when joining the meeting.
- The voting moderator will post a hyperlink to the sign in which will be displayed in the Chat
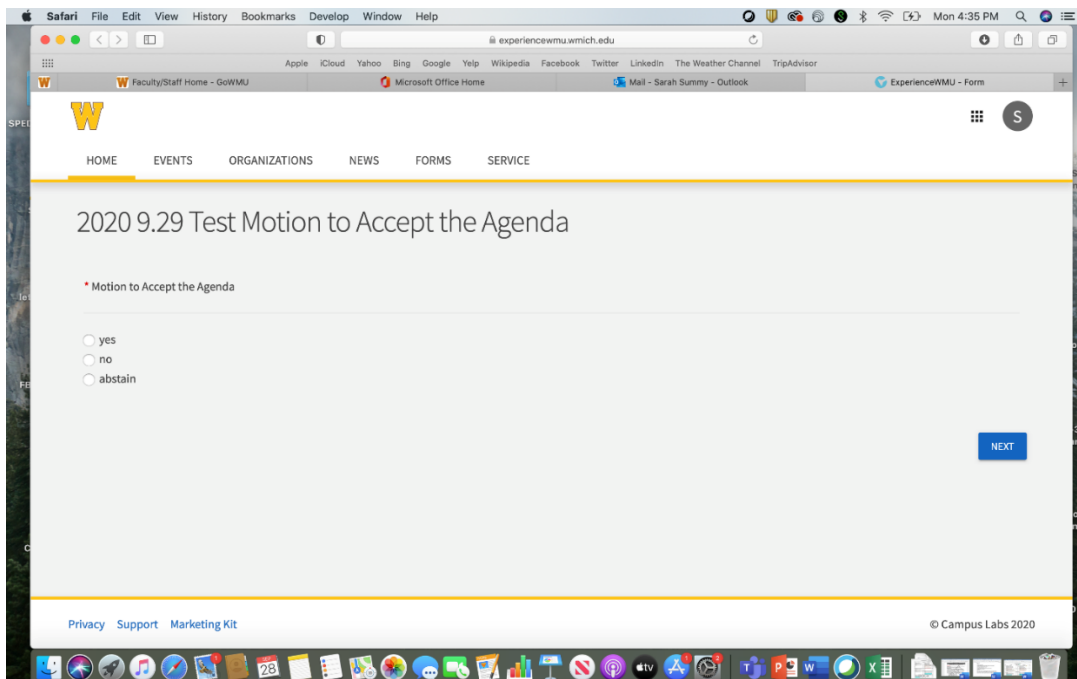- After clicking the link, Senators will see a screen which looks like:

- After clicking the blue **NEXT** button (bottom right), the following screen will appear confirming the sign-in submission:
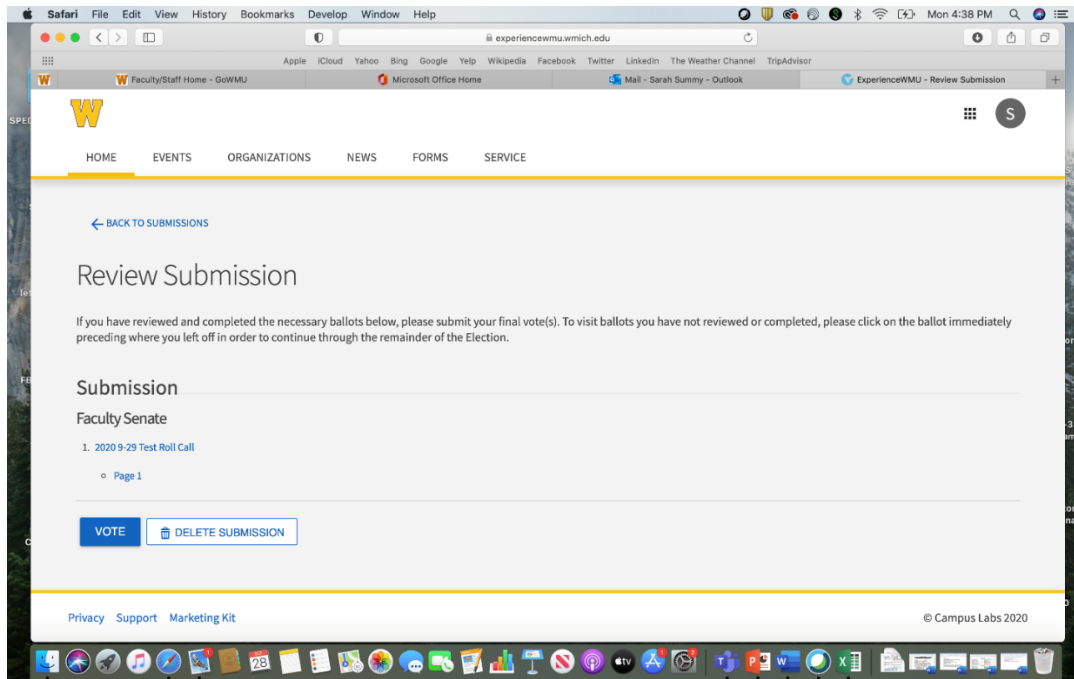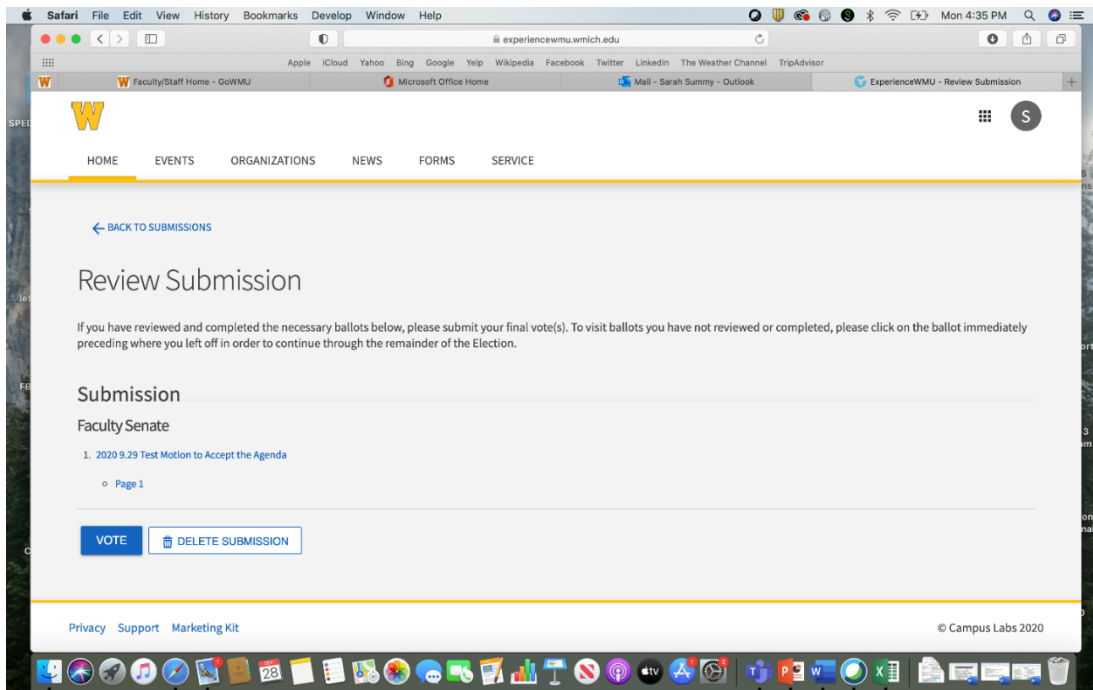

- Senators must click the blue **VOTE** button (bottom left) to have their vote submitted.

Voting: Senators are expected to vote on all actions before the Senate.
- The voting moderator will post a hyperlink to the ballot which will be displayed in the Chat.
- Senators will click hyperlink access the ballot
- The ballot will look like:

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- Senators will indicate their vote by selecting Yes, No, or Abstain
- After clicking the blue **NEXT** button (bottom right), the following screen will appear:

- Senators must click the blue **VOTE** button (bottom left) to cast their ballot
- Senators will have two minutes to cast their votes
- The voting moderator will report the results of the vote to the presiding officer who will announce the outcome. Note: Once there is a clear majority, the voting moderator will announce the results and the ballot will close

Process to be recognized: Senators and Attendees should enter into the Chat their name and department, as well as one of the following:
- Motion or Second
- Question
- Point of Order

The meeting moderator will state the name of the Senator that has made a motion, seconded a motion, or raised a point of order. A Point of Order occurs when someone wants to draw attention to a rules violation during the meeting, or as part of debate. A Point of Order is not a personal viewpoint or debate itself.

The meeting moderator will permit attendees to address the Senate, make a point of order, or to ask a question in the order they are submitted. The moderator will move attendees into the panelist role to address the Senate and will keep them in this role until the action is complete.

Questions may be typed and read by moderator only if the attendee does not have a working have problems with microphone

3