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.

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 or seconded a motion.

The meeting moderator will permit attendees to address the make a point of order or to ask a question in the order the 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

Roll call and voting: Senators are expected to sign in during roll call and 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
- Senators enter their name for the roll call
- Senators will indicate their vote by selecting Yes, No, or Abstain
- Senators must click the blue **VOTE** button at the bottom of the screen 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.

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