



## **2021-22 Faculty Senate Meetings Senator and Attendee In-Person and Virtual Meeting Expectations**

Please join the Faculty Senate meeting in-person in the **Bernhard Center, rooms 208-209** or virtually at the Webex Event prior to the scheduled starting time of 5 p.m.

### **IN-PERSON**

**Sign-In:** Senators, substitutes, or guests must sign-in on a clipboard at the table near the door. There will be three sign-in sheets, one for Senators, one for substitutes, and one for guests. Everyone in attendance will be required to sign in.

**Process to be recognized:** Senators and attendees are asked to go to the podium at the front of the room in front of the windows.

**Voting:** Senators are asked to raise the colored card provided at the sign-in table. Electronic voting will be only for Senators attending virtually.

### **VIRTUAL**

**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.

**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:

**Roles:** there are two types of roles:

- Panelist 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

**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 rule's 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 camera or has problems with the microphone.

**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 will indicate their vote by selecting Yes, No, or Abstain
- Senators must click the blue **NEXT** button (bottom right)
- Senators must click the blue **VOTE** button (bottom left) to cast their ballot
- 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.

**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