Procedures for Zoom Academic Senate meetings

The basic principle is to try to make the Zoom senate meetings as similar to the live meetings as possible.

* Venita will set up the Zoom meeting and Ray and I will be co-hosts. That way Ray can use the share screen function to show the documents he would normally project on screen.
* All meetings will be recorded by Venita.
* As everyone enters the meeting, they will be asked to use the polling function to identify whether or not they are a senator. This will allow us to know when we have a quorum (representatives from ASI should identify themselves as regular senators).
* Votes will be done with the “polling” feature, which allows for easy assessment of “ayes” and “nays”.
* Senators will use the hand raise function to indicate that they wish to speak.
* I will not be monitoring the “everyone” chat function, so please do not use it. The person-to-person chat function will be disabled. Normally senators only have one means of communication, which is by raising their hands and speaking.
* All participants in the meeting should stay muted until called on, except to make a motion that is not part of regular order (like “point of information” and “point of order,” or when the chair has made a procedural mistake and somebody needs to point it out).
* Senators may have their cameras on or off (though it would be nice if you kept them on), but they must have them on when speaking.