

Draft Rules from a Zoom Meeting of Senate

The April 14 meeting of the Academic Senate will be the first time this body will convene in virtual conference. The officers have talked about the best way to manage this meeting that respect the deliberative nature of the body, hew to the body's bylaws, prevent disruption, and allow the officers to be fair to all Senators.

This document describes the rules we will follow. Their TL;DR is summarized in the following bulleted list:

- to participate, Senators should use the Zoom application on a computer with a camera,
- the Chair will manage the floor from a list of speakers that 'raise their hand' in Zoom,
- voting will use polls from qualtrics that will be distributed via Zoom chat,
- to protect from Zoom disruptions, all participants must be identifiable and identified when they join the meeting,
- names in Zoom will be used to identify eligible Senators (*i.e.*, those who have not opted-out of Senate for the semester) when making a quorum call, and
- failure of quorum will signal that, in light of the public health emergency, the Senate transfers their rights and responsibilities to the Executive Committee which will then immediately convene in an open meeting to continue the business before the Senate. The open meeting will begin with an open comment period for up to 20 minutes with speakers limited to 3 minutes.

The above points, and more, are spelled out in detail, below.

These rules for Zoom meetings of the Senate in Spring 2020 were approved by the Executive Committee on 9 April 2020.

1. The officers (Wood, Miller, Delgado-Helleseter) and the manager (Edwards) will co-host the meeting.
2. Zoom invitations will be sent to Senators and *ex-officio* members via CI email prior to the start of the meeting. To protect the meeting from disruption, recipients will be asked not to share the meeting invitation with anyone. Anyone else may request an invitation to the meeting by emailing senate@csuci.edu with a subject line of "Request Invitation to Senate Meeting." An invitation response to these requests will be sent at 2:00pm on the day of the meeting.
3. Senators and *ex-officio* members should connect to the meeting via a Zoom app with a working camera. This will allow the use of Zoom Chat functionality, a tool we will use for voting. The University subscribes to Zoom, so all Senators and *ex-officio*

members are able to install the application on their personal devices and set their preferences as they wish and as the meeting requires.

4. Senators should not connect to the meeting via telephone unless absolutely necessary. Connecting by telephone will limit how they can contribute to deliberations and business. Voting while connected by phone may not be possible.
5. To prevent 'Zoom bombing', the meeting will employ a Zoom waiting room. Senators and visitors will be brought in as they arrive. Once the identity of an attendee is confirmed, a co-host will invite them into the meeting. Individuals who arrive after 2:30pm will be invited into the meeting by a co-host periodically, as time allows.
6. All meeting attendees should mute their microphone unless the Chair gives them the floor to speak. Use of Chat will be unrestricted. Co-hosts will mute microphones of those who do not have the floor.
7. Faculty who have previously opted out of Senate for Spring 2020 will not be counted toward quorum and their votes will not be counted.
8. In the event of a Zoom disruption, a co-host will end the meeting but the Chair will not adjourn the meeting. A co-host will immediately send another meeting invitation to all Senators, *ex-officio* members and guests by email, and the meeting will resume at the point of interruption.
9. The Zoom meeting will be recorded for the sole purpose of validating the minutes. After the minutes are approved at the next meeting of the Senate, the recording will be destroyed.
10. Speaking at the meeting will be managed as follows.
 - a. If a Senator wants to speak, they must 'raise their hand' in Zoom. This creates an indicator on the camera view in Gallery and in the Participant list that the Chair will use to make a speakers list.
 - b. In the event that there are too many Senators to make 'raising hands' a viable way to manage a speakers list, those who want to speak will be asked to send a private chat message to Jeannette Edwards asking to be put on the speakers list. Jeannette will create a speakers list that the meeting Chair will use to give speakers the floor. Restrictions on speaking to motions will be enforced.
 - c. All attendees should mute their microphone unless they are given the floor to speak by the Chair. Unmuting your microphone and speaking is allowed only for motions that are in order¹.
11. Quorum counts: When asked for a quorum call, the number of Senators present in the 'Participant' list (and who have not opted-out for this semester) will be counted.² Evidence of presence of a Senator may be obtained by asking a private question in Chat expecting an immediate response (*e.g.*, 'raise your hand in Zoom please').

¹ According to Roberts Rules of Order.

² A roll call is another alternative.

- a. If quorum is not established at 2:30pm, the meeting Chair may ask traditional reports to be shared as more people are allowed to arrive to the meeting. The non-Chairing officers will conduct the quorum count.
 - b. If quorum is not established by 2:45pm, the Chair will adjourn the meeting without ending the Zoom meeting, recognizing that failure of Senate to meet quorum in these emergency conditions indicates the Senate's desire for its Executive Committee to conduct urgent Senate business on its behalf, as is allowed by the bylaws. Immediately after adjourning the Senate meeting, the meeting Chair will gavel the Executive Committee of the Academic Senate into order, and that body will proceed with the business on the Senate agenda. Their meeting will be an open meeting that will invite comments on the business before them. The comment period will be scheduled to last 20 minutes, and each speaker will be given 3 minutes to comment. Votes of the Executive Committee will be as if they were votes of the full Senate.
12. Voting on Business: Language of resolutions, etc., will be available to Senators either through documents distributed before the meeting, and/or Google Doc with amended language. When a vote is called, Jeannette Edwards will build a Qualtrics survey and send a link to eligible voters through Zoom chat. Participants who are not eligible to vote will be directed not to vote. The Chair will announce how long the poll will be left open. Results of the poll will be reported by the Chair unless the total number of votes cast is less than quorum. In that case the Chair will report a loss of quorum, adjourn the meeting, and proceed as described in (11b), above.