

Rules from a Zoom Meeting of Senate

5 May 2020

The May 5 meeting of the Academic Senate will be the second time this body will convene in virtual conference. Members of the Executive Committee have reviewed the April 14th meeting and talked about the best way to manage this meeting that respect the deliberative nature of the body, hewing to the body's bylaws, preventing disruption, and allowing the Chair 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,
- for the May 5th meeting, Chat for participants will be limited to sending messages to meeting hosts
- the Chair will delegate Miguel ("MDH") to manage the speaker's list using Chats sent privately to him in the Zoom chat,
- 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.

NOTE: The only substantial change in these rules from those of the first Zoom meeting of Senate is a limitation on the use of Zoom meeting Chat during the meeting. Senators who want to communicate with other Senators during the meeting should use another messaging method (*e.g.*, text messages, Twitter, Facebook messaging).

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

1. Jeannette Edwards will host the meeting. One or more officers (Wood, Miller, Delgado-Helleseter) will co-host.
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. We will use the Zoom meeting Chat to support the voting process. 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 restricted to participants sending messages to (co)hosts (e.g., to Miguel, "MDH", for a speaker's list). 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. All attendees should mute their microphone unless they are given the floor to speak by the Chair or the Chair's delegate. Other motions (e.g., point of order, point of clarification) should be posted to 'Everyone' in the Chat.
 - b. If a Senator wants to speak on the floor, they must send a private chat to Miguel ("MDH") indicating their interest. Miguel will maintain a list of requests and call on them for the Chair in the order they made their request.

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.¹ Evidence of presence of a Senator may be obtained by a co-host asking a private question in Chat expecting an immediate response (*e.g.*, 'raise your hand in Zoom please').
 - 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 polling². (See below.) Participants who are not eligible to vote will be verbally 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 exceeds the number of eligible voters, or the number of votes cast is less than quorum.
 - a. If the number of votes cast is less than quorum, then the Chair will report a loss of quorum, adjourn the meeting, and proceed as described in (11b), above.
 - b. If the number of votes cast exceeds the number of eligible voters in the meeting, the poll will be declared invalid and repeated after moving non-eligible attendees into a 'waiting room' while only the eligible voters remain in the meeting to vote.

Officer and Manager Task Assignments

Quorum for the April 14 meeting is 56.

¹ A roll call is another alternative.

² This is a practice used by other CSU Academic Senates to good effect.

Greg

- Co-host
- Run meeting

Jason

- Co-host
- Run documents, ammendments
- Manage waiting room
- Attendance and quorum counts

Miguel

- Co-host
- Manage waiting room
- Attendance and quorum counts
- Managing speaker list

Jeannette

- Host
- Setting up polls (Zoom polls), recording and reporting the number of voters to Chair (via Zoom channel) - screenshotting
- Toggling host status for Jason and Miguel