

## **Conducting Faculty Senate through Zoom**

All of our usual rules still apply in this meeting. Here are a few reminders, along with how we will we will implement our meeting through Zoom.

### **Getting recognized to speak**

We ask that you use the "*Raise hand*" option in the Participants tab in order to be recognized by the president. When the president calls on you, you can unmute your mic.

### **Motions**

Motions are how you recommend an action be taken by the group. In order to make a motion, you must first be recognized by the president. Motions made by an individual rather than a committee require a 'second' before they can be debated/voted on.

### **Seconding**

If you wish to second a motion, either unmute your mic or type in chat. Seconding only indicates that you believe the motion should be debated, not necessary that you agree with the motion.

### **Debate**

Most motions require debate before voting. Members must be recognized by the president before speaking in debate. Preference is typically given to members who have not spoken yet. No member may speak more than twice on a single motion.

### **Move the previous question**

This has come up at some of our recent meetings, so I'll take the opportunity to clarify it. During a debate (and after being recognized by the president) a member may say "I move the previous question." This motion is effectively "I move that we stop debating this motion and vote on it." If it is seconded, then a majority 2/3 vote is done. If approved, then debate on the original motion ends and a vote is taken.

### **Voting**

For voting items already on the agenda, we will have Canvas surveys. After debate on a motion is completed, we will put link to the relevant survey in the meeting chat, and we will wait for everyone to complete the survey. For motions that come up during the meeting, we will use the *Yes/No* buttons on the Participants tab.

### **Executive Session**

After our regular Faculty Senate meeting, we will have an Executive Session. In order to begin an executive session, it must be seconded and approved by a majority vote. Such a session is open only to members of the Faculty Senate and the proceedings and minutes are confidential. Members must not discuss the business conducted during the executive session with non-members.