

Dear Senators.

In preparation for our Virtual Senate Meetings during the Fall 2020 term, some general information is included immediately below. Please familiarize yourself with both the technical aspects of navigating Zoom and the general rules of order for our virtual meetings before the academic year's first Senate meeting on Wednesday, September 2nd.

If you have any questions or concerns, then please feel free to contact me:
joseph.fera@lehman.cuny.edu.

Stay Well.
Joe

Tech Preparation For A Virtual Senate Meeting

1. You should be able to sign into a Zoom Meeting.
2. You should have your correct full name appear in the Zoom conference. Or, you should know how to change the name that appears to the correct one for the Senate meeting. This is for attendance and to record votes.
3. You should be able to "raise your hand" if you wish to speak.
4. You should be able to mute and unmute your microphone
5. You should be able to view and participate in the Chat Window. We will hold yay/nay/abstain votes through the chat.

If you wish to test Zoom on your own, then you may do so at this site: <https://zoom.us/test>.

Virtual Senate Meeting Rules of Order

1. **Zoom.** All virtual Senate meetings will be conducted on Zoom. Participants will be asked to change their username so that they can be identified for attendance. All participants will be muted upon entry. Participants will have the option to unmute when given the floor to speak.
2. **Participation.** To participate in a Senate meeting, you must log into the meeting from a computer and use the "raise hand" feature. Those with raised hands will be called upon to participate at which time they can unmute. Note that call-ins will not count towards attendance; they will be considered guests and can only listen in.
3. **Voting Procedure.** The voting process will be simplified. Only those wishing to cast a "NAY" or "ABSTAIN" vote will have to cast a vote. If you do not cast such a vote, then it will be assumed that you are voting in the affirmative. Votes will be cast through the chat feature. Note that call-ins will not have the ability to vote nay or abstain; they will also not count towards the yay votes as they will not count towards the official meeting attendance.
4. **Election Procedure.** Any uncontested election is equivalent to a yes/no/abstain vote and shall follow the procedure outlined in (3). If an election is contested, then a confidential ballot will be emailed to Senators following the Senate meeting. Senators will have a predetermined amount of time to cast their ballot for the election. (Nominations from the floor will be allowed; Senators will have to raise their hand and give their nomination.)

5. **Moderator.** The President shall moderate the Senate meeting. He will yield the floor to those with "raised hands" to participate. He will also oversee any and all votes.