

Special Rules of Order for Electronic Assemblies (approved by Faculty Assembly on 9/18/20 and updated 2/17/23).

When deemed necessary by the Chair due to restrictions on meeting in-person and except as otherwise provided in these bylaws, meetings of the faculty may be conducted through use of Internet meeting services designated by the Chair that support anonymous voting and support audio and video by those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the faculty shall be subject to all rules adopted by the faculty to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by the Faculty Assembly shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the Faculty Assembly. An anonymous vote conducted through the designated Internet meeting service shall be deemed an electronic ballot, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

1. Login information. The Faculty Governance Manager shall send by e-mail to every member of the Faculty Assembly, at least three (3) days in advance of the meeting, the information for registering for faculty assembly. The Internet meeting services will be Zoom webinar. Once registered, members will receive via email the URL and codes necessary to connect to the Zoom webinar, and, as an alternative and backup to the audio connection, the phone number and access code(s) the member needs to participate aurally by telephone. Members must not share their access code with anyone and must log in on only one device. The Faculty Governance Manager shall also include a copy of, or a link to, these Special Rules of Order.
2. Login time. The Faculty Governance Manager shall schedule the Zoom webinar availability to begin at least 10 minutes before the start of each meeting. Members will be placed in the waiting room until the official start time of the assembly.
3. Entering and exiting meeting. Members shall identify themselves by displaying their name in the Zoom webinar, and shall maintain Internet and audio access throughout the meeting whenever present, but shall log out upon any departure before adjournment. No recording, screen shots, or any other electronic sharing of the meeting is permitted.
4. Quorum calls. The presence of a quorum shall be established by the faculty secretary at the beginning of the meeting by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
5. Technical requirements and malfunctions. Each member is responsible for their audio, video, and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

6. Forced disconnections. The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
7. Assignment of the floor. To seek recognition by the chair, a member shall use the digital "raise hand" feature in Zoom webinar. Upon assigning the floor to a member, the chair will recognize the subsequent speakers in order of their appearance in the Zoom "raised hand" queue.
8. Motions submitted in writing. A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the faculty secretary for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3: "; "FRANCES JONES 2: "). Use of the online area designated by the faculty secretary for this purpose shall be restricted to posting the text of intended motions. A shared Google doc will be the online area utilized.
9. Display of motions. The faculty secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the faculty secretary, or any assistants appointed by them for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
10. Voting. Votes shall be taken by the anonymous voting feature of Zoom webinar, unless a different method is approved by the faculty or required by the rules. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
11. Video display. The chair, the faculty secretary, or their assistants shall cause a video of the chair to be displayed throughout the meeting, and shall also cause display of the video of any member presenting a motion, report, communication, or announcement. Other assembly members will not have access to audio and video until they are recognized by the chair to speak. Assembly members then have the option to enable video in addition to audio while they have the floor. Video and audio access will be switched off upon completion of their remarks.