

## University Council September Meeting - Guidelines

To support faculty governance, allow discussion, facilitate live voting, and conform to Roberts Rules of Order while conducting the meeting via Zoom, please follow the guidelines outlined below:

### Discussion

- All Council members will register for the meeting as attendees. As attendees, Council members will have a “raise hand” function. As attendees, they will not have the ability to speak. As further described below, in order to speak, they will need to be temporarily promoted to panelist status.
- When the floor is open for discussion, those Council members who wish to speak will select the “raise hand” function. Members will be recognized in the order in which their hands are raised.
- The Executive Committee chair will say the names of the first two members in the queue who have raised their hands, and then the members will be temporarily promoted to panelist status and will have their videos enabled. Once the President formally recognizes each member in order, the members will be unmuted and can state their question or comment.
- Once the first of the two members has finished speaking, the member will be moved back to attendee status and the Executive Committee chair will say the name of the second speaker and then announce the name of the next person in the queue who will be speaking. This process will occur until everyone in the queue has spoken.
- A running list of who is in the queue will be displayed on the screen for all Council members to see.

### Voting

- Voting on each proposal will be accomplished using the “polling” function in Zoom.

### Special Considerations for Roberts Rules of Order

- A central principle of Roberts Rules of Order is that only one person at a time, recognized by the chair, has the floor. Therefore, there will be no chat function between the members.
- Roberts Rules of Order allow certain privileged motions to interrupt the queue:
  - These include a point of order (enforcing the rules, pointing out an incorrect procedure, objecting to procedure), a point of information (requesting information), or a point of privilege (traditionally for a personal preference as to noise, temperature, or distractions; and in this context can serve as a means of communicating a technical issue such as a problem voting).
  - Because these motions take precedence over the queue, a mechanism outside the “raise hand” feature is required.
- Members will use the chat function to tell the panelists when they are making a privileged motion. Only the panelists will see this chat.
- If a motion requires a second, the chat function will also be used to call for a second.