Procedures for Faculty Senators/Alternates in virtual Faculty Senate meetings

The March 31, 2020 and April 28, 2020 meetings of the Faculty Senate will utilize WebEx (the organizational meeting for May 5, 2020 may require different procedures). Faculty Senators and Alternates who represent their units in these meetings will need to proceed as outlined below to minimize disruptions and accommodate the virtual format.

Join the Meeting Early
Join the meeting 10-15 minutes early to make sure that you are able to see and hear everything going on. If you experience any issues, please call the helpdesk (252-328-9866) or submit a ticket.

Mute your Video and Audio, Unless (and Until) Recognized to Speak
Video quality and audio quality differs from home to home or office to office, and the experience of the meeting will suffer if there are too many video and audio feeds enabled. Upon entering the meeting, please mute your video and audio. The Chair of the Faculty may take periodic pauses in the meeting so everyone’s microphones can be muted if audio feedback becomes a problem. Here is how to mute your audio and video:

Move your mouse over the screen or click on the screen within the WebEx window and a line of icons should pop up:

Note: if you are using phone audio, you can mute your phone by pressing *6. Unmute yourself by pressing *6 again.

Limitations on Use of the Chat window
The meeting will run more efficiently if the chat window is used for a limited number of interactions. Below are the interactions, followed by instructions for making sure the chat window is visible. Please do not use the chat window to indicate issues with the software or for any other use than those listed below. If you need technical assistance, please contact the helpdesk via phone (252-382-9866) or submit a ticket.

Taking attendance
Type “here” in the Chat window. Note: some users may enter a meeting and appear as anonymous users. If that happens, please identify yourself along with your “here” (Example: “Rachel Baker is here.”)

Requesting recognition to speak
Type “r” in the chat window. The Chair of the Faculty will verbally recognize you to speak, and that is when you may unmute your microphone and video to speak. The Parliamentarian will be monitoring the chat window to help the Chair recognize Senators/Alternates that might have been missed, so you may periodically hear a verbal interjection from the Parliamentarian. Again, if your meeting participant name is ‘anonymous’ or under someone else’s name, then please identify yourself in your request (e.g., “Rachel Baker r”). For those familiar with WebEx, note that we will not be utilizing the ‘raise hand’ function. Please use the chat window only.
Making and seconding motions
When the Chair of the Faculty calls for motions and seconds, type the action you would have verbalized (“so moved”, “second”). The Chair of the Faculty will be monitoring the chat window at these times for these actions.

Proposing Amendments to Text
Upon recognition by the chair (following the procedure above for Requesting recognition to speak), you may open your microphone to verbalize your amendments, and you may be asked to type your proposed change into the Chat window.

How to Make the Chat Window Visible
Move your mouse or click within the WebEx window to make the icon list show up again, and click the button that looks like a chat balloon (and it might have a popup label that reads “Chat” when you hover over it):

When you click on that icon, a pane should open on the right side of the screen that will enable you to type in the Chat section (note: what you type will be visible to everyone, and the chat should only be used for Faculty Senate business):

Votes on Motions
We will be using the in-meeting poll function to vote on motions. When the poll is enabled, it should pop up in the pane to the right (in the same area as your Chat window). If the polling window does not open up automatically, move your mouse or click within the WebEx menu to activate the icon list, and click on the icon with the three dots:
Click on Polling, at the top of the menu that pops up:

In the right pane, you should see the poll and be able to submit an answer. Only Senators, their Alternates, or voting ex-officio members are eligible to respond to the poll. When the poll is closed, the result will be displayed for everyone to see.

<table>
<thead>
<tr>
<th>1. Approval of February 25, 2020 minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Aye</td>
</tr>
<tr>
<td>B. Nay</td>
</tr>
<tr>
<td>C. Abstain</td>
</tr>
<tr>
<td>No Answer</td>
</tr>
</tbody>
</table>

For items with close votes, a roll call vote may be necessary, in which the Secretary will call your name and you can unmute your microphone to answer with your vote.

Thank you in advance for your adherence to these procedures for the virtual Faculty Senate meetings.