Welcome to the Cal State LA's VIRTUAL Academic Senate! Here are some tips and tricks for participating during our virtual sessions conducted in Zoom.

Senate meeting schedule

Senate meetings will take place from 1:45pm-3:45pm Pacific time zone every other Tuesday during the 2022-2023 academic year. The Senate calendar can be found here:
https://www.calstatela.edu/academicsenate/academic-senate-calendar

Getting Started

There are four keys to getting started with the VIRTUAL Academic Senate sessions: the Senate Zoom room, your iClicker Cloud student account for voting, Robert's Rules of Order for conducting Senate business, and the Best Practices for Inclusive Remote Meetings.

Zoom login

The Academic Senate will meet every other Tuesday from 1:45pm-3:45pm. Our Zoom room is:
https://calstatela.zoom.us/j/87967300495

Once you have entered the Academic Senate Zoom room using the link above, please open the Participants window, and click Rename (next to your name in the Participants list). Please type your first and last name, if necessary, then add (Senator) after your name. This allows us to differentiate between Senators and guests. It also provides you priority for the Speaker List while allowing us to take roll and confirm the Senators in attendance for each session.
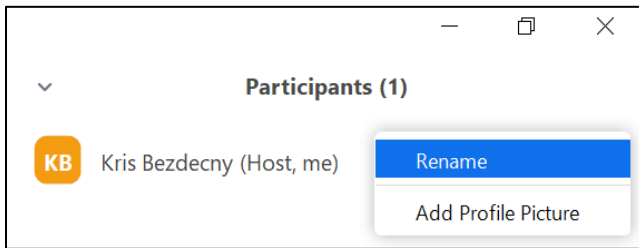
1. Hover over the bottom of the Zoom screen and click Participants.
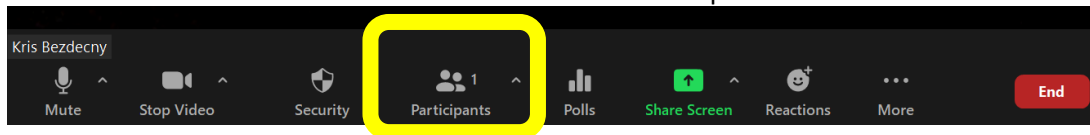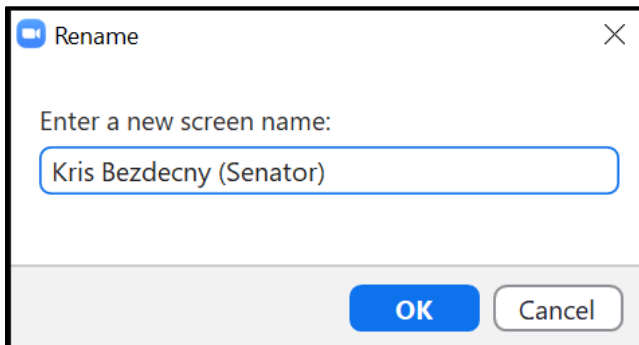

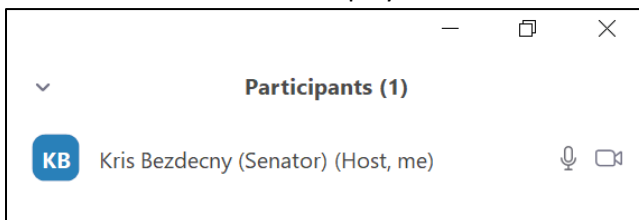2. Next to your name, click **More >**
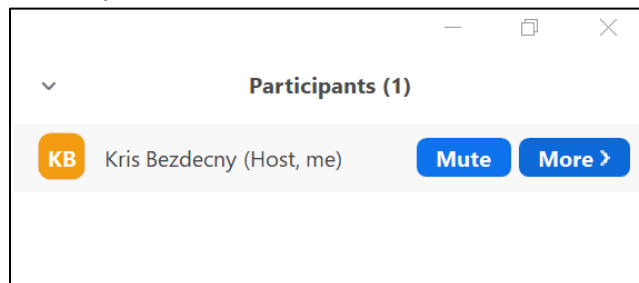
3. Next to your name, click **Rename**

4. Next to your name, add **(Senator)**. Visitors are asked to add **(Visitor)** after their names.

5. Click OK. Your name now displays Senator.

iClicker Cloud login

We will be using iClicker Cloud to vote on second reading items and motions during our Senate sessions. Each Senator has been registered to the iClicker Cloud class being used for voting – and all votes have been set to anonymous.
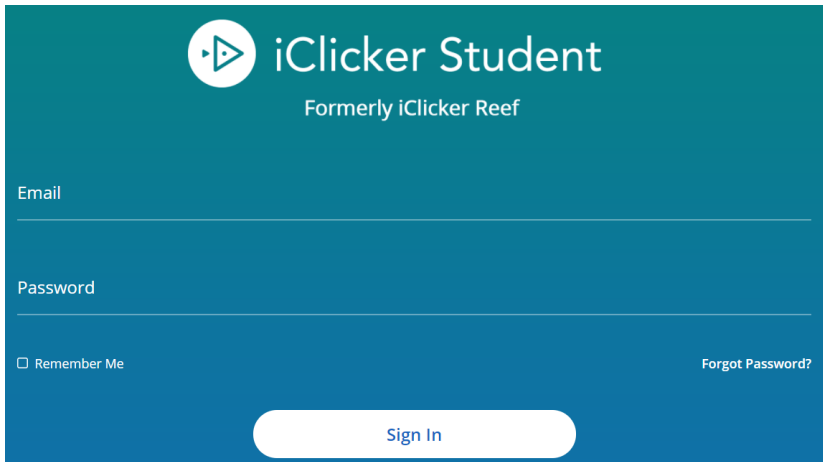
When you are assigned a new iClicker Cloud Senate account, you should receive two emails: one from iClicker Cloud, and one from the Academic Senate with instructions for the first time you log in. WE HIGHLY RECOMMEND that you log into iClicker Cloud, following those instructions, BEFORE the first Senate meeting of the term scheduled for **Tuesday, August 30, 2022** from **1:45-3:45pm**.

There will also be an iClicker Cloud Clinic offered during the Orientation for new Senators **Tuesday, August 23, 2022** from **1:45-3:45pm**.

We also STRONGLY ENCOURAGE that you download the iClicker Cloud - Mobile app for Google Play or iOS App Store for voting. You can also log in using your web browser using the following link: https://student.iclicker.com/#/login, which will require you to toggle windows during Senate voting.

1. Log into iClicker Cloud AS A STUDENT at https://student.iclicker.com/#/login, using your Senate credentials.

Computer: *Smartphone:*
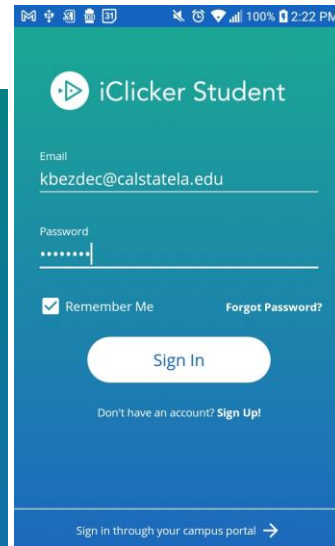
2. You have already been assigned to the course **Academic Senate 2022-2023**. Click the course name.

NOTE: *All subsequent images are presented to model the iClicker Cloud process and refer to a previous term's Fall 2020 course. Our course will be **Academic Senate, 2022-2023**.*

Computer:
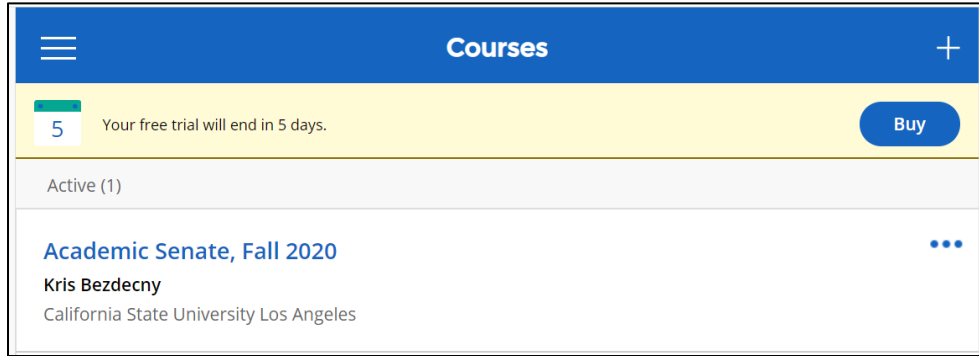
Smartphone:
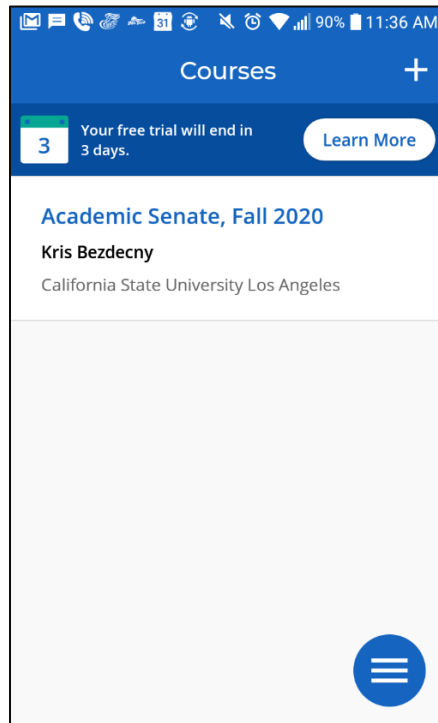
3. Once the Secretary of the Academic Senate has started the Senate session, you will be notified that "your instructor started class." Click **Join**.

Computer:

Smartphone:

4. You're checked in!

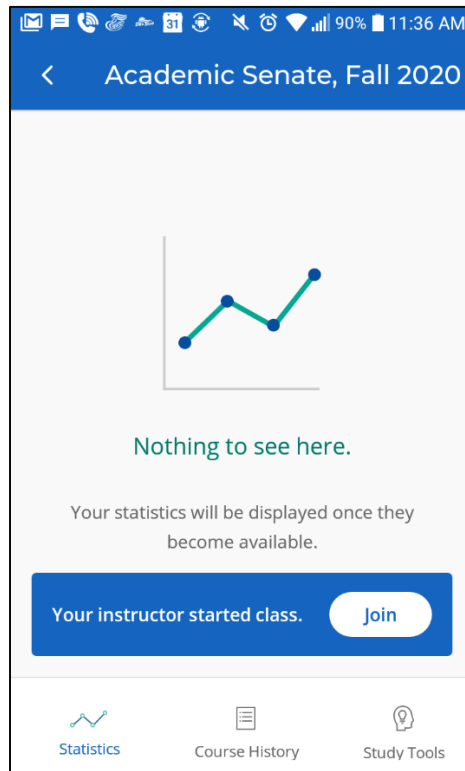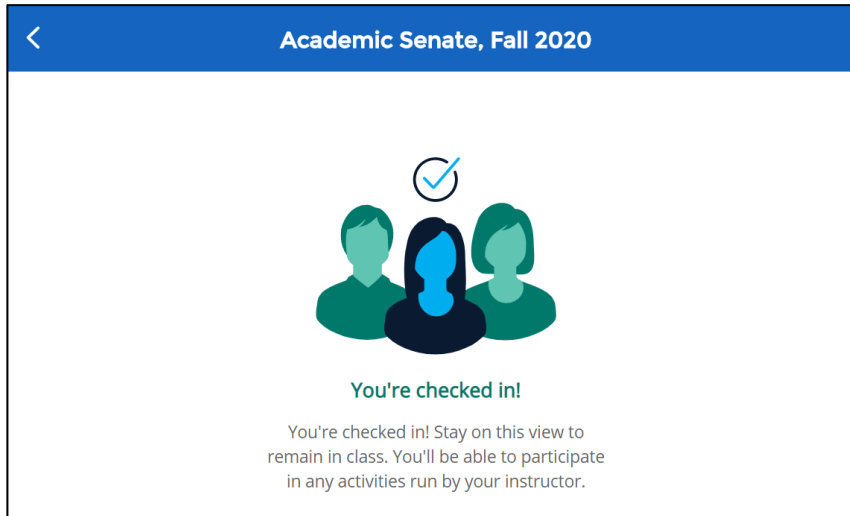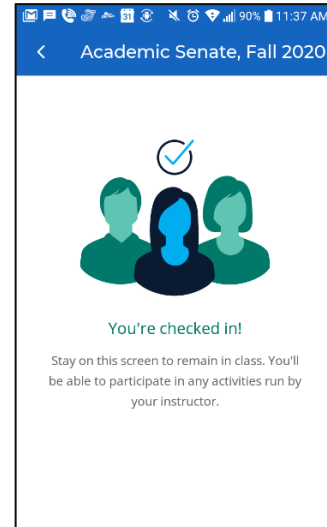*Computer:*   *Smartphone:*

Robert's Rules

Our Academic Senate uses Robert's Rules of Order to conduct Senate business. The Orientation for new Senators on **Tuesday, August 23** at **1:45pm** will review the most commonly-used rules; for more information, and for a refresher, please review the materials provided at:
https://www.calstatela.edu/academicsenate/roberts-rules

If you have any questions, feel free to ask Cari Flint, the Senate's Parliamentarian.

Best Practices for Inclusive Remote Meetings

Remote meetings tend to lose the nuance we are used to during in-person meetings. As such, we are following AGU Ethics & Equity Center's Best Practices for Remote Meetings. Many of these practices have been incorporated into this guide; we ask that all participants review the guide and respect the rights of all Senators to participate equitably in Senate business. As zoom hosts, we are held to these expectations and, further, are expected to ensure equitable participation.

Senate Business

Now that you're all logged in and ready to go, and you've reviewed the parliamentary rules and best practices for inclusive remote meetings, you're ready to participate! We ask that all Senators follow the steps outlined below. This allows everyone a chance to participate, while also allowing the Senate Chair and others keep track of who is doing what.

Senate recordings

Please note that Virtual sessions of the Academic Senate will be recorded for archival purposes only. These recordings will only be shared with Senate staff and the Senate Secretary to ensure that the minutes accurately reflect the business of the day.

## Concerns from the floor and Intent to raise questions

Senators can raise concerns from the floor.   To raise a concern, please click the Reactions button and select the Raise Hand icon. If a person in the room can respond to your concern, they will be asked to do so; otherwise, expect a response at the next Senate meeting.

An intent to raise questions is a more formal procedure. You **_MUST_** provide your question in writing. This can be emailed to Rhonda Roquemore before the Senate meeting. All intent to raise questions, or IRQs, must be received by the Senate office no later than noon on a given Senate meeting day; otherwise it will be raised in the next Senate meeting.

To raise an IRQ, please open the Participants window and click the Raise Hand icon. You will only be recognized if the Senate office already has the text of your question. You will then be asked to speak to the question. A written response will be provided at the next Senate meeting.

Making a motion

Anytime you wish to make any motion, please click the Reactions button and select the Raise Hand icon. The first person to do so will be recognized by the Chair.
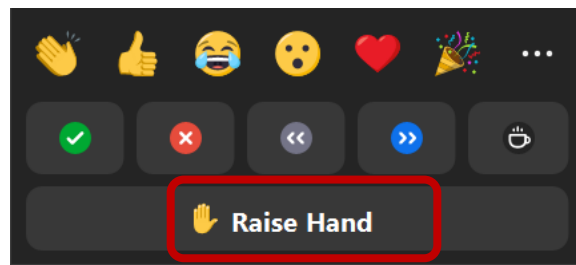
Speaking to a motion: Joining the Speaker List

The crux of all Senate business: speaking to the motion! To be added to the Speaker List, please click the Reactions button and select the Raise Hand icon.
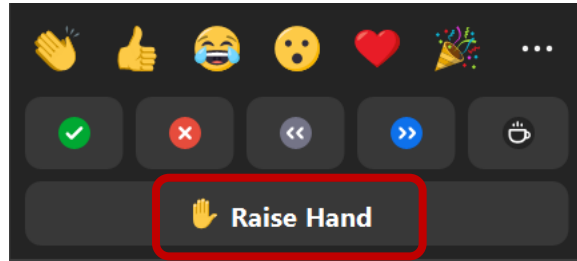

The Speaker List will be ordered based on:

- The order of hand raising: First come, first served; and
- Whether you have previously been recognized. You will not be recognized again until everyone else on the Speaker List has had a chance to speak.
- Senator Priority: Senators will be given priority to speak before guests to the Senate. Senators may choose to yield their time to a guest when recognized.

Extending discussion during First Readings, and any motions where a Speaker's List is active (such as a 2nd to a motion to amend)

If you are motioning to extend discussion for a First Reading Item, please click the Reactions window and select the green checkmark icon.
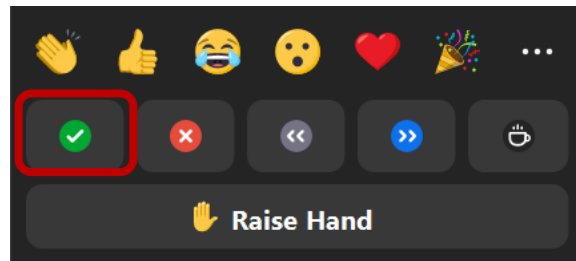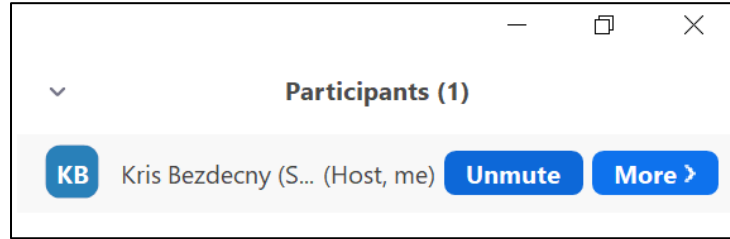

## Recognition by the Chair, Verbal approvals, and Objections

If you are recognized by the Chair, it's time for you to speak up! In addition, some votes, such as approving the minutes, will be conducted verbally just as it is during an in-person Senate session.

You will be asked by the Chair to UNMUTE yourself to speak.

In the Participants window, next to your name, click **Unmute**.

You can also unmute yourself by clicking **Unmute** in the Zoom toolbar at the bottom of the screen.
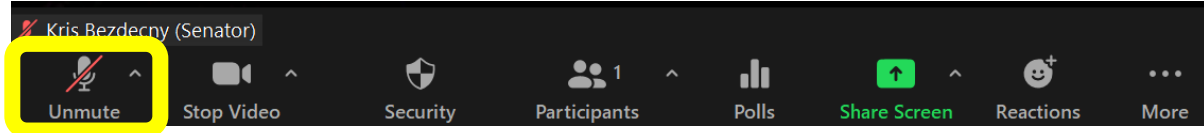
Responding to an Informational Question

At times, you may find yourself to be the best person in the room to answer an informational question just raised on the Senate floor. But the Speaker List is keeping track of who wants to speak!

To respond to the question, please click the Reactions window and select the green checkmark icon.
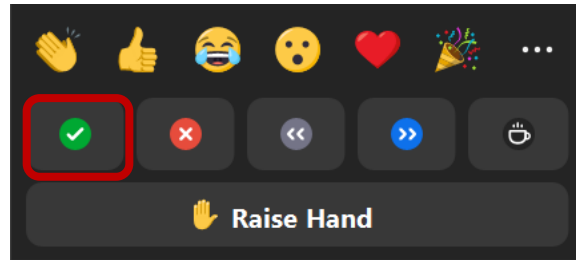
Point of Order and Point of Information

Point of Order and Point of Information are parliamentary procedures that allow you to break the flow of the Senate, when appropriate. You do not need to be recognized by the Chair when making a Point of Order or Point of Information.

A *Point of Order* should be raised when you object to a procedure, because that procedure is not allowed by Robert's Rules, or outside the bounds of Robert's Rules or our miscellaneous rules.

A *Point of Information* is a request for information specifically about parliamentary procedure. (Questions about the policies on the floor should be addressed via the Speaker's List.)

To raise a Point of Order or a Point of Information, please unmute yourself and verbally state "Point of Order" or "Point of Information." Then speak to your point.

Voting on an amendment or resolution

The most important thing a Senator can do, aside from speaking to a motion, is voting on it! All our voting on amendments and resolutions (and major parliamentary motions) will use iClicker Cloud.

These instructions assume you've already logged into iClicker Cloud. ***We recommend you do so from your smartphone!***
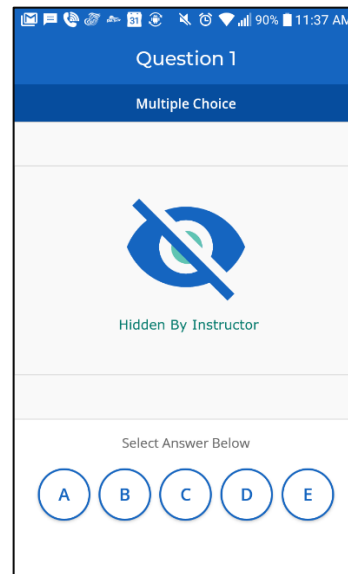
Verify that you are in iClicker Cloud and wait for the Senate Secretary to open the vote.

When the vote is open, the Question will appear on your screen. You will be verbally instructed by the Chair as to the motion you are voting on (amendment, resolution, or a major parliamentary motion).
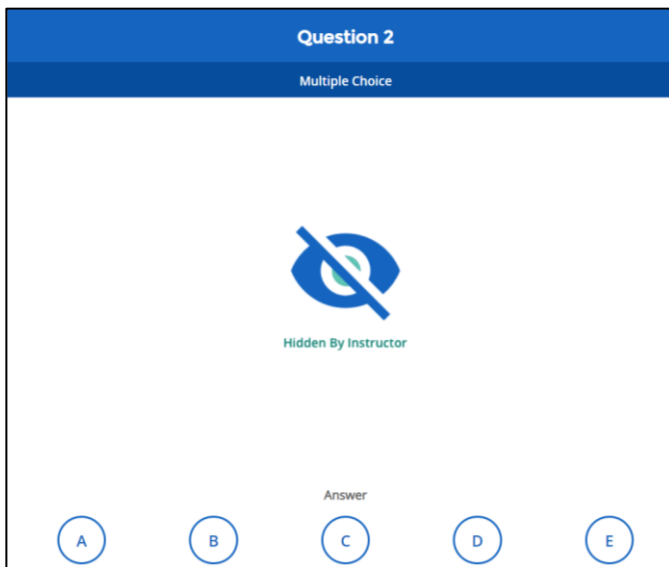
*Computer:*   *Smartphone:*

NOTE: If you are using your computer, you may need to scroll down a bit to see your answer options.

You will vote as follows:

- To approve the motion, vote A.
- To oppose the motion, vote B.
- To abstain from the motion, vote C.
- If we begin to get several D and/or E votes, the Chair reserves the right to formally side-eye the Senate body. Remember, the votes are anonymous, so the Chair and Secretary won't know who the responsible parties are.

Once the vote has ended, the Secretary will share the results in Zoom.
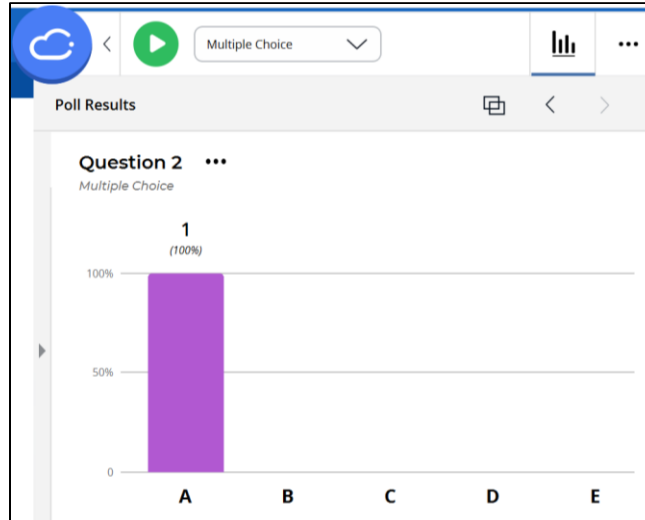
Netiquette and Etiquette

From AGU Ethics & Equity Center's [Best Practices for Remote Meetings](#)

1. Join the meeting on time and know your computer system and the videoconferencing tools so you can adjust volume, cameras, etc. easily to address bandwidth challenges when they arise.

    - This includes logging into iClicker Cloud **BEFORE** the meeting starts.

2. Close other programs in the background that you may wish to keep private (e.g., webpages, email, twitter) should you be invited to share your screen during the meeting. Mute your phone/device during presentations.

3. Be aware of teleconference etiquette: assume that your video camera is on, even if you believe that it is not, and remember to keep conversations professional.

4. Especially in larger meetings, keep comments succinct and to the point, to allow others to participate.

5. Avoid the temptation to multi-task during the meeting; visible signs of distraction may send the wrong signal that you do not value others' contributions

From Common Sense

6. Seek to understand.
7. When responding to another's comment, be respectful.
8. Assume the best of others. We are here to do the work, interacting in good faith.
9. Understand your own "frame of reference" and try to understand the frameworks of others.
10. Understand your own position and privilege. Be aware of this when interacting with others.

Questions?

Please contact Kris Bezdecny, Senate Chair, at kbezdec@calstatela.edu.
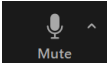
Zoom Cheat Sheet
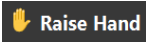
- Found in the Reactions button. Used for almost ALL Senate business during the meeting.

- Found in the Reactions button. Used when you have an answer to someone's question on the floor during Concerns from the Floor, for making a motion to extend discussion, and to 2nd motions when a Speaker's List is active.

-Found on the main Zoom toolbar; also found next to your name in the Participants list. Unmute during your turn in the Speaker's List, and to make a Point of Order or Point of Information

-Found outside Zoom in a separate browser tab or on your smartphone. Use iClicker Cloud for all Senate voting. Make sure you Join the class when it opens at the beginning of the session!