

Zoom instructions for 4/7/20 Senate meeting

Due to the COVID-19 emergency and the cancelation of all face-to-face meetings on campus, all of the regular Senate meetings for the remainder of the semester (April 7, April 21, May 5) will be conducted via zoom. These instructions provide guidance for senators and guests on how to participate productively and efficiently during the Senate meeting. We will learn things as we go, so these guidelines may change based on experience and feedback. General help with using zoom can be accessed at Zoom [help center](#) and HSU Academic Technology [zoom guide](#).

According to the Senate Constitution (section 6.4), 2/3 of senators (22) must be present to constitute a quorum. Proxies can count towards the quorum; however, no senator can serve as proxy for more than one person. If a senator cannot attend and asks a proxy to represent them, s/he should notify the Senate Office by 2:30pm on the day of the meeting.

Senators are strongly encouraged to join the virtual meeting room at least 10 minutes before the meeting is scheduled to begin (3:00pm). This is to make sure individual technology is working so that those who want to participate can be seen and heard as participants in the meeting (after the meeting begins the hosts will not be able to help solve any technology issues).

Joining the Meeting

If you have not done so yet, create an HSU zoom account. To create/access your account, click on the HSU zoom button on the MyHumboldt page or click on this [link](#). If you are not already logged in to your MyHumboldt, when you click on the Senate meeting link, you will be prompted to login to zoom using your HSU user name and password. It is important to join the meeting using your HSU zoom account, as the HSU zoom license will allow us all to remain in the meeting for the duration. To customize your profile, see these [instructions](#).

You will need to use a computer with a camera (laptop or external Webcam) for other meeting participants to see you. You will be prompted when you join the meeting to connect with computer audio. Make sure that your computer's audio is not muted and is turned up enough for you to hear participants. If you use zoom on your mobile device, you should download the zoom app so that you can be identified and to use the necessary tools when you are participating in the meeting. There is also the option to call in (teleconference) and have audio-only. If you plan to do this, consult zoom help to change your settings so that you are identified by name rather than by your phone number, which is the default option.

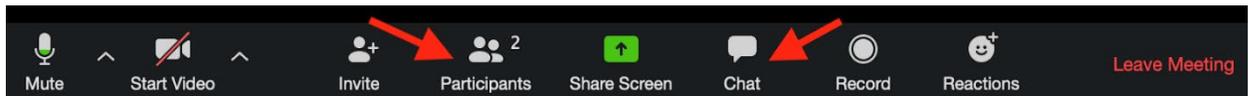
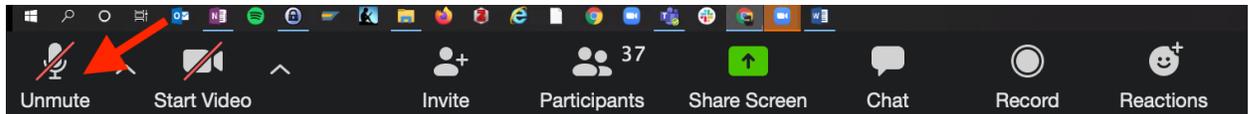
When you are ready to join, click on the unique zoom Senate meeting ID (hyperlink) provided by the Senate Office (see these brief video [instructions](#) on how to join meeting). Zoom will let you know if your internet or phone connection is not strong; for example, you might need to mute your video during the meeting to maintain a connection.

Managing your participation

Once you have successfully joined the meeting, your image and name will appear on a small screen, along with the screens of other participants. If you do not want to be seen, click on the video recorder icon to mute your video (see figure below; once your video is muted, a black box with your name on it will appear).

There are two main options for viewing the meeting participants: Gallery view shows everyone who has signed in to participate and Speaker view highlights the person speaking. The toggle between the views is typically located in the upper-right hand corner of your screen.

Bring your cursor to near the bottom of your screen and the tool bar in the figure below should appear (Note that on a phone or tablet, you may need to click on “More” to see this toolbar). Make sure your microphone is muted. To unmute, you can either click on the microphone audio button or hold the space-bar down while you’re speaking (to use the space-bar feature, you must first set it up in your account under Preferences, Audio--see [instructions](#)).



Chat feature

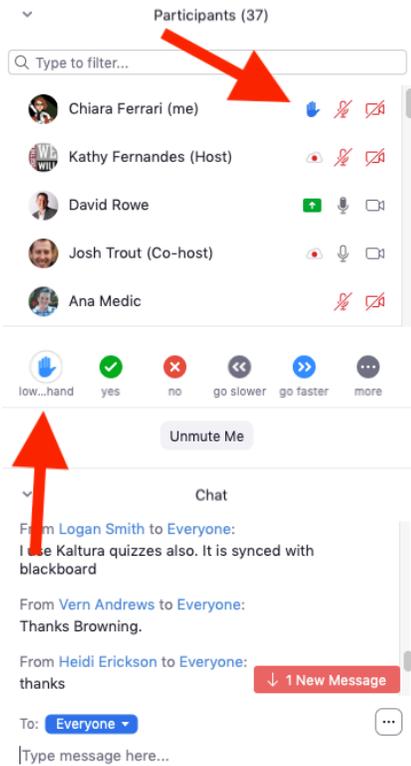
The chat feature is located in the tool bar at the bottom of the screen (see instructions on chat [here](#)). The chat can be used to communicate with the hosts or with other participants. While the meeting hosts (Mary and Stephanie) will check the chat as we can, it will be difficult for us to *consistently* answer questions or address comments that are made in the chat during the meeting because we will each be occupied with separate tasks (Mary with minutes and voting, Stephanie with moving the agenda forward and recognizing participants to speak). Senators should use the chat to convey the text of a suggested amendment or to suggest different wording in a resolution. Voting results will be communicated to the body via the chat feature.

Raise hand feature

When a senator would like to make a comment, ask a question, make a motion, s/he should use the RAISE HAND feature. To use this feature, hover over the participants icon, and a new tool bar with participation tools should appear, including a blue hand (see figure below). On a tablet/phone, click on ‘More’ to access the ‘raise hand’ feature. This blue hand can be toggled back and forth between ‘raise hand’ and ‘lower hand’. A raised hand will notify the Chair to put the participant in a Speaker’s list. **After the participant has finished speaking s/he should lower her hand to get out of the queue** (see detailed instructions [here](#)). To make an additional comment the senator should raise her hand again to be recognized in the order of the list.

When a non-senator (guest) would like to make a comment, they should raise their hand. The Chair or another senator will need to recognize the guest and cede time before the guest is welcome to speak.

All participants should remain muted until recognized by the Chair. One *exception* to this is when the Chair asks for a “second” on a motion. If you are willing to second a motion, to be as efficient as possible, unmute yourself and say “second”.



Voting

Non-roll call votes: The Chair will state the question/motion, and ask for any objections. If a senator wishes to object, s/he should raise her hand using the raise hand feature. The objection will then be addressed before proceeding and roll call vote taken, if necessary.

For roll-call votes, the yes/no feature will be used (see figure below, which indicates a yes vote). As in the face-to-face meeting, a senator can vote yes, no, or abstain (a non-vote will be counted as an abstention). Mary Watson will tabulate the votes and report the outcome in chat. Help using the yes/no tools can be found at [Managing nonverbal feedback during meetings](#)

Chiara Ferrari - Senator (Host, me)   

- 1  yes
-  no
-  go slower
-  go faster
-  more
-  clear all

Mute All Unmute All More ▾

Chat

To: Everyone

Voting YES for Betsy Boyd

