

Zoom instructions for virtual Senate meetings

These instructions provide guidance for virtual Senate meetings conducted via zoom. 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 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, they should notify the Senate Office by 2:30pm on the day of the meeting, as it is important to note proxies at the beginning of the meeting and to ensure that proxies have access to the zoom meeting link and are properly indicated in the participant list in zoom.

So that the meeting can start on time at 3:00pm, senators are encouraged to join the virtual meeting room at least 10 minutes before the meeting. 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. Only authenticated users will be able to participate in the meeting (note this is a zoom security measure and not an additional registration requirement imposed by Senate to participate in the meeting). The HSU zoom license will allow those who log-in via MyHumboldt to remain in the meeting for the duration.

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.

To customize your zoom profile, see these [instructions](#). You can indicate your correct gender pronouns by customizing your profile or renaming yourself in the meeting. Add your pronouns to the field in which your last name appears, e.g., Mary Jones (they/them). Roman Sotomayor, an HSU student who serves on the Diversity Equity and Inclusion Council, provided the following statement to inform participants regarding the importance of identifying pronouns:

Zoom hosts, moderators, administrators, and participants are highly encouraged to add their pronouns to their Zoom name. When cisgender people make their pronouns readily available it puts less pressure on transgender and/or gender non-conforming people to "out" themselves by being the only person present with pronouns attached to their name. This means one should also be quietly checking the participant list during meetings to see if someone has pronouns attached to their name that aren't visible on their video direct video feed.

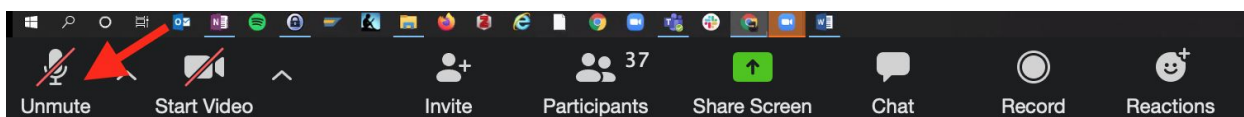
When you are ready to join the meeting, click on the unique zoom Senate meeting ID (hyperlink) provided by the Senate Office (see these brief video [instructions](#) on how to join meeting). Zoom will let you know if your internet or phone connection is not strong; for example, you might need to mute 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). Note that the host might create a way to identify you as a senator rather than as a guest using a symbol such as an underscore _; this is a shortcut to recognize senators procedurally when there are many guests in the meeting.

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](#)).



All senators and guests should remain muted until recognized by the Chair. One *exception* to this is when the senator is making a motion—a first or second. If a senator is willing to make a motion or second a motion, to be as efficient as possible, they should unmute themselves and indicate their support of the motion. Another exception is when the Chair asks for “any objections” on a vote, a senator can unmute themselves to state that they have an objection.

Raise hand feature

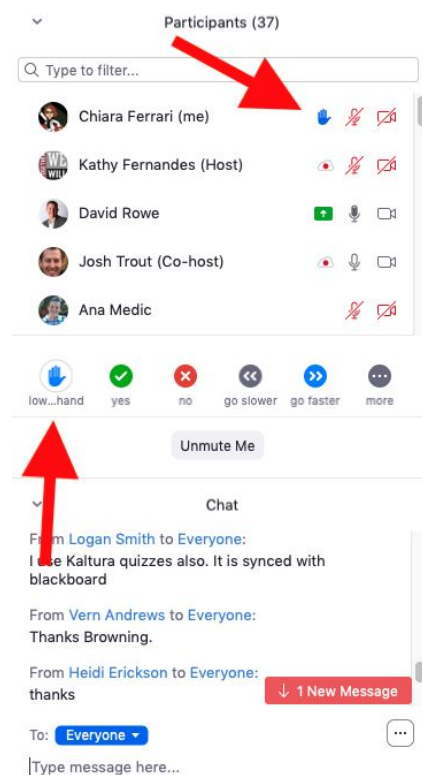
When a senator would like to ask a question or make a comment during discussion, they should use the RAISE HAND feature. To use this feature, hover over the participants icon, and a new tool bar with participation tools should appear, including a blue hand (see figure below). On a tablet/phone, click 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**

they should lower their hand to get out of the queue (see detailed instructions [here](#)). To make an additional comment the senator should raise their 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.

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 (the Senate Chair and the Senate ASC) or with other participants. While the meeting hosts will periodically check the chat, it will be difficult for the hosts to *consistently* answer questions or address comments that are made in the chat during the meeting because they will each be occupied with separate tasks (the Chair with moving the agenda forward and recognizing participants to speak; the ASC with minutes and voting). **For this reason, senators who want to contribute questions or major points to discussion should use the raise hand feature instead of the chat.** 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.



Voting

Non-roll call votes: The Chair will state the question/motion, and ask for any objections. If a senator wishes to object, they should state that there is an objection. Then the Chair will ask about the objection and facilitate the subsequent discussion via the raise hand feature.

For roll-call votes, such as those for second readings of resolutions, 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). The Senate ASC 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](#)

