



Fullerton College Faculty Senate:  
Zoom Meeting Protocol, 2020-2021

Please be advised of the following protocol that will be in place for Fullerton College Faculty Senate meetings that take place via Zoom:

- The meeting ID is: 930 1928 7841. Be sure to check the [Senate website](#) to ensure that the ID is accurate and to get the current link.
  - If you need guidance on how to join a Zoom meeting, please refer to the [Zoom support page](#)
  - The meeting will be recorded through Zoom
- Attendance, etc.
  - There will be a roll call at the beginning of the meeting for Senators and/or the Senate Secretary will record attendance of Senators
  - Guests will be asked to “sign in” via the chat function
  - If your participant name is your phone number, please change it (ahead of the meeting, if possible) so that your name is visible
- All participants will be muted initially and as a default
  - If you need to speak to state your presence during roll call, please unmute yourself to state that you are present.
- Public/Guest Comment
  - The official Public Comment portion of the agenda will take place near the beginning of the meeting. If you are providing a public comment, please use the “raise hand” icon. Once you are called on, please unmute yourself, state your name, and then make your public comment.
  - Each public comment will be limited to three minutes and will be timed. Public commenters that exceed the limit will be asked to end their comment.
  - If a member of the public would like to speak about an agenda item (unless they are presenting that item or otherwise requested to speak to that item by the Chair), they should do so only during the Public Comment portion of the meeting.
- Debate/discussion among Senators

- If a Senator would like to speak during discussion/debate, they should please use the “raise hand” icon, and the Chair will call on the Senator. They can then unmute themselves. If debate over an action item is taking place, please attempt to keep comments fairly brief.
- The Chair will attempt to call on the maker of the motion first, and then open the floor to opponents of that motion. The Chair will attempt to recognize, then, a proponent of the motion, and so forth.
- Elections:
  - Elections will take place by using a survey sent to your FC email prior to the meeting. Note that nominations can always be taken from the floor of the Senate.
- Votes on Motions:
  - Votes on motions will take place by using the “Yes” and “No” buttons. If you would like to abstain, please use the coffee mug icon/button.
- Chat function
  - Please use the chat box only to sign in as a guest. Please indicate your division and/or campus position when signing in.
  - Please avoid chatting or otherwise commenting in the chat box, as that can be distracting to the meeting participants.
  - Please be aware that the chat transcript is recorded

Thank you for your cooperation and patience. We will do our best to ensure that the meeting runs as smoothly as possible.

--Fullerton College Senate Executive Officers, August 2020