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Fullerton College Faculty Senate:

Zoom Meeting Protocol, 2021-2022

Please be advised of the following protocol that will be in place for Fullerton College Faculty Senate meetings that take place via Zoom. These protocols were discussed and agreed upon by the Senate at its retreat on August 26, 2021:

* The meeting ID is: 954 5595 4388. Be sure to check the [Senate website](mailto:https://facultysenate.fullcoll.edu/meetings/) to ensure that the ID is accurate and to get the current link.
  + The meeting will be recorded through Zoom
* Attendance, etc.
  + Attendance will be taken automatically through the attendance report feature in Zoom.
  + 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
  + Please remain muted until recognized by the Chair.
* 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/recognized by the Chair, please unmute yourself 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.
  + The public comment portion of the meeting will be 20 minutes. Senators have the right to make a motion to extend the public comment period. This motion requires a second, is not debatable, and requires 2/3 of the voting members of the Senate to pass.
* Reports
  + Committee reports should ideally be provided in writing and distributed to the Senate with the Senate agenda.
  + Follow-up questions about a report must be related to the content of the report and questions or comments about a report are limited to Senators.
* 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/recognize the Senator. They can then unmute themself. 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 next recognize a proponent of the motion, and so forth. As a default, the Chair will attempt to call on Senators in the order of hands raised, as indicated by the list of raised-hand icons in the Zoom participant list.
  + A motion can be made by a Senator to extend time for debate/discussion. This motion requires a second, is not debatable, and requires a 2/3 vote to pass. Each time-extension motion should specify the number of minutes requested.
  + The Chair has the right to use the mute button as a virtual gavel, if needed.
  + The Chair can use their discretion to recognize a member of the public during debate/discussion. For the most part, debate/discussion will be limited to Senators.
* Elections:
  + Elections will take place by using a ballot sent to Senators’ FC email prior to the meeting. Note that nominations can always be taken from the floor of the Senate.
  + Anyone wishing to speak on behalf of their nomination may do so during the elections agenda item and before elections take place. If a nominee cannot be at that portion of the meeting, they may designate a Senator to read a statement on their behalf at the time of elections.
* Votes on Motions:
  + Votes on motions will take place via verbal “aye,” “no,” or “abstain.”
* The chat function will be disabled.

Thank you for your cooperation, patience, and collegiality.