

## **Associated Students Board, Councils and Standing Committees Virtual Meeting Instructions**

This document has been modified with permission from Chico State's Academic Senate virtual meeting instructions

### **Special Board of Directors Zoom meeting link**

**Thursday, June 11, 2020 at 12 p.m.**

[HERE](#)

Meeting ID: 961 6410 9037

Password: 018572

### **Meeting Schedule and Zoom**

- The virtual meeting room will open 30 minutes before the scheduled meeting to give everyone a chance to test technology. More information about Zoom Meetings is included below.
- Please remember that we need a quorum to hold the meetings, so try to arrange your schedule in a way that allows you to attend. We will try to keep the meetings as short and as efficient as possible.
- Proxies: A reminder that proxies are not allowed for any Associated Students meetings.
- Meetings will be open to the entire campus community as well as the public, but there will be a specific protocol to follow for attendance and participation, addressed below.

### **Sign In and Naming**

- We strongly recommend that you sign in with a computer or tablet for the most robust experience with Zoom, and circumstances permitting, join from a location with the most stable internet connection possible.
- If you use a phone or tablet, download the Zoom app so you have access to all the features we will be using (mute, change name, raise hand, chat room). If you don't use the app you won't be able to use these functions. The tool bar is in the upper right hand corner of the screen.
- All participants (meeting members and guests) must change their participant name to their full name, if it isn't already showing.

Members must add the word "member" next to their names

Since we will need a quorum for holding the meetings and we need to vote on various items, we need to make sure we know who is present and who is voting.

To change your name, scroll the mouse over the microphone and camera icons and two buttons will appear that say “mute” and “more.” Click on “more” and select “rename.” A window will open and you will be able to edit your name (see process below).

## **Audio**

- Your microphone will be set on mute when you arrive. Be sure that sound and video (if appropriate) are enabled on your device(s). The meeting Chair will call roll to make sure everyone can hear each other.
- Please join from the quietest location you can. Your microphone should be set on mute unless it's your turn to speak.

## **Running Meeting Roles**

### *Meeting Chair*

Like in the in-person meetings, the meeting Chair will run the virtual meeting (move through the agenda, ask for votes, count votes, give speakers the ability to speak when it's their turn, etc.). The meeting Chair will follow the speakers list.

### *Minute Taker*

Like in the in-person meetings, the Minute Taker will take minutes of the meeting. Digital recording of meetings is used solely for preparing the minutes.

## **'Chat' and 'Participants' Windows**

- We recommend that you open the 'chat' and "participants" windows, icons located at the bottom of the Zoom screen (see below). On tablets/phones using the app, the 'participants' link is in the toolbar. For the 'chat' feature, use 'More' then 'Chat.' The 'chat' feature lets you communicate with other participants collectively or privately. The 'participants' window shows you who is in the meeting, lets you 'raise your hand' to get on the speakers' list, lets you see the speakers list in real time.

- On a computer you can customize your screen settings by using the icon in the upper right corner. On tablets/phones using the app, click on More and then Meeting Settings.

## Speakers List Protocol

- To get on the speakers list, meeting chairs should open the participants list (see figure above) and 'raise your hand' by clicking on the 'raise hand' box at the bottom of the list (it toggles back and forth between 'raise hand' and 'lower hand' (see figure below). On a tablet/phone, click on 'More' to access the 'raise hand' feature.
- When you are finished speaking, lower your hand by clicking on the 'lower hand' box.
- To help manage the meetings as efficiently as possible, guests in attendance are only allowed in the speakers list via a meeting chair that will ask the question on their behalf. Guests should share their questions in the chat (either privately or to everyone), so meeting chairs can ask those questions.

## Make a Motion, Ask a Question

- *For members:* to ask a question or make a motion/propose an amendment, 'raise your hand' to get on the speakers list.
- If the motion/amendment is more than a few words please type it into the 'chat' window after you are recognized to speak. It's important to wait until you are recognized to speak so that we can track the motion in real time.
- We will ask everyone to share amendments in advance, as much as possible, to save time during the live meetings. Please try to limit the number and length of amendments, especially if they are primarily editorial.

## Voting

- *For members:* We will use the yes/no function in zoom to count votes (see figure below). Every voting member should express their vote with either a yes or a no that the Chair will count. Please do not deselect the yes/no function until you are told to do so by the Chair, once the counting is completed.
- The minute taker will share the numerical vote tally in the 'chat' box.

