2021 Fall Faculty Assembly
Parliamentary/Procedural Guidelines

WebEx Events 3000 Chat
Due to the size of this event, chat among participants within WebEx Events 3000 will not be available. Participants will, however, be able to send procedural or technical messages to the panelists as a group; please use the “All Panelists” option to do so.

Please note that the WebEx chat is not a part of the meeting record, and messages sent to the panelist group will not be reflected in the meeting minutes. In addition, the WebEx Q&A function will not be in use during this event as the panelists will not pre-screen questions.

Approval of motions and resolutions
When possible, unanimous consent will be requested for the approval of motions. Objections to unanimous consent may be registered by sending the word “object” via chat to All Panelists. Pursuant to SR 22/1 (which the Faculty Senate adopted 33-1 on May 7, 2021), “the sense of the Senate is that, whenever a regular or special Assembly meeting is called at which virtual attendance is permitted, either exclusively or as an alternative to in-person attendance, members who are virtually present—in accordance with the criteria announced for that meeting—shall be deemed present for purposes of quorum and voting.”

If unanimous consent is not obtained for a motion or resolution, Microsoft Forms will be used for online voting. When it is time to take a vote, a link will appear in the chat window. Only registered, voting-eligible members of the Assembly will be able to submit a vote online.

Queuing for Questions
When the floor is opened for questions or debate, participants may join the queue by using the “raise hand” feature in WebEx. This will indicate to the panelists that the participant has a question, and the WebEx “raised hand” will queue the participants in the order in which the WebEx hand is raised. Questions should not be typed into the chat to the panelists. (This is the virtual equivalent to lining up at the microphone in a live Assembly.)

Should a participant wish to leave the question queue, they may un-raise their hand in WebEx. This will remove them from the queue for questions. Should they then wish to re-join the queue, a newly-raised hand will place the participant at the end of the question queue.

Speakers are encouraged to speak concisely and briefly in order to provide an opportunity for more participants in a full discussion.

Raising Parliamentary Points
Participants may raise parliamentary points by indicating their desire to do so via chat to All Panelists (e.g., “point of order”). The full point should not be typed into the chat in order to ensure that the point reaches the panelists as quickly as possible, given the time restrictions on raising parliamentary points. When a parliamentary point is recognized, the individual making that point will be asked to raise their hand in WebEx before speaking so that the meeting host can more quickly identify them from the list of attendees and open their mic.