

Faculty Governance Distance Meetings Standing Rules

1. Faculty governance committees (Senate, Executive Committee, Standing Committees, Committees, and Subcommittees) will meet by Zoom (or other videoconferencing software) at their regularly scheduled meeting times.
2. Chairs may, as always, decide to cancel a committee meeting if business does not warrant holding it. The Chair will inform the Senate Analyst if a meeting is cancelled.
3. A committee must reach quorum for decisions to be made. If quorum is not reached, a committee may still discuss and advise, but not vote. Quorum is defined as a simple majority of the voting members of a committee.
4. Voting will only occur in committee meetings. Voting will not occur by email or other means outside of committee meetings, other than as noted below in #5 and #6.
5. Votes that would take place in a meeting in executive (i.e. closed) session may be conducted by email or other means as long as committee members are given two (2) business days to respond or longer as determined by the Chair and the number of responses is equivalent to the number needed for quorum. (Meetings may be called into executive session by a majority vote of the members present to address personnel matters, grants and awards, the selection of faculty candidates for university service, and when handling confidential materials; see Bylaws V, 3.8.)
6. If a committee meeting is cancelled or does not make quorum, the Chair may ask members by email or other means if there are any objections to any consent items moving forward as approved or recommended, with a deadline of two (2) business days to respond or longer as determined by the Chair for any objections. If an objection is raised, the item should be placed on a future agenda as an action item.
7. Written minutes for any committee decisions (see 5 and 6 above) made by email or other means will be posted, reviewed and approved, as usual, at a subsequent meeting.
8. The Chair will set up the committee's Zoom meetings and distribute the links to members and participants. The Senate Analyst will set up the Executive Committee and Senate meetings and distribute those links. The Chair (and Analyst, where appropriate) will act as host, but may designate co-hosts. If the Senate Analyst is unavailable, the Chair will set up meetings and distribute links. If the Chair is unavailable, the Chair may designate a proxy.
9. The Chair will send each meeting's Zoom link to the Senate Analyst. The Senate Analyst will provide the link to anyone who requests it (with exceptions for committees meeting in executive session). All members of a committee will log into the meeting's Zoom link or use the meeting ID number to access the Zoom room with a computer, tablet, mobile phone or combination thereof, in a manner that allows them to consult electronic documents as needed during the meeting.
10. A committee's Zoom meeting will require participants to register to ensure each participant's name will appear in their participation window. Guests participating in the meeting will be labeled as such and will be recognized as per usual in-person meeting practices for their committee.
11. If a meeting is to be recorded, the Chair will inform the meeting participants that the session is being recorded and will set the Zoom meeting to record to the cloud. The link to the recording will be forwarded to the designated Secretary (i.e. the member assigned

to take minutes) at the end of the meeting to aid them in preparing the minutes. The link will not be shared beyond the Chair, the Secretary, and the Senate Analyst. The recording will be deleted after the minutes have been approved, with the exception of the recordings of the Executive Committee and the Senate which are retained in the Senate Archives. The written minutes will be posted, reviewed and approved, as usual, at a subsequent meeting.

12. All voting members of a committee must be able to signal their vote to the Chair during a Zoom meeting. This can be done one of three ways: 1) by a tally through asking each participant to respond, in turn, Aye, Nay or Abstain in a voice vote; 2) by a visible show of hands (either by physically raising their hand in the video screen or by using the raise hand feature in the participant's panel to show YES (on a phone connection this is *9 and the Chair/host will need to cancel it once the vote is counted); or 3) by enabling and using the polling feature in the Zoom settings and creating a poll, which allows for a secret vote.
13. Prior to voting to approve the agenda, the Chair will confirm that everyone participating in the Zoom meeting can hear each other. The Chair will then confirm that every voting member can signal YES by visibly being seen raising their hand and/or using the raise hand feature in the Participant's panel when asked to. The Chair will practice using the anonymous poll feature if needed to ensure that all voting members are familiar with its operation. Once these preliminary steps have been executed, the meeting can proceed as usual.
14. As with in-person governance meetings, should advance notice of accessibility requirements for a scheduled meeting be received by the Chair, the Chair and Senate Analyst will work to ensure that the needed services are incorporated into the meeting for the guest or member requiring them.

Modeled in part on CSU East Bay's 19-20 BEC 8: Approval of Senate Governance Meetings Using Distance Methods in Spring 2020.

These Standing Rules were initially approved by the Senate in Spring 2020 and should be considered in effect until rescinded by the Senate. The rules will be periodically reviewed and any changes must be approved by the Senate.

Revision history:

Initiated Spring 2020
Revised Fall 2020