

# Procedures & Guidelines for Virtual Senate Meeting

## Preparation Before the Senate Meeting

1. Senators should create a TurningPoint account if they do not already have one.
2. Senators should either download the [TurningPoint App](#) or be able to sign in on a web browser at <https://tppoll.com/>.
3. Senators will not be able to vote unless they have set up a TurningPoint account prior to the Senate meeting.
4. Senators should also be prepared to log into the Zoom meeting with their UMD CAS login information. Information on using Zoom through UMD can be found here: <https://umd.zoom.us/>.

## At the Start of the Senate Meeting

1. Senators should click on the Zoom link for the meeting:  
<https://umd.zoom.us/j/462186749> (*Please note that if you are not already logged into the Zoom app, you will be sent to a CAS login screen where you must use your University directory id and password to log in*)
  - Once logged into Zoom, please click on "Participants" at the bottom of the screen and note the location of the "Raise Hand" and "yes" features at the bottom of the Participants window.
2. Senators should enter the Session ID: senate2020 in their TurningPoint App or web browser and click the "Join Session" button.
3. Senators should press/click **1** on their mobile device/web browser to mark themselves as "Present" for attendance and quorum purposes.

## During the Senate Meeting

1. The Zoom meeting will be recorded, as is our practice for all Senate meetings.
2. Participants will all be muted on entry and can only be unmuted by the Senate Chair.

3. Video will be enabled on entry for all participants and participants can choose to use video or disable video.
4. The chat feature will be DISABLED during the Senate meeting.
5. The Senate Chair will lead the meeting and moderate all discussions.
6. Committee chairs will provide presentations of their committee's proposal with supporting slides displayed during the meeting.
7. The Senate Chair will then open the floor to discussion of the proposal.
8. Only Senators, those introduced by Senators, or committee members may speak.
9. Those who wish to speak must use the "Raise Hand" feature on Zoom.
  - The Senate Chair will unmute speakers when she is recognizing them to speak.
  - Speakers MUST state their name, constituency, and unit for the record.
  - After speakers complete their comments, they will be muted again and their hand will be lowered.
10. If a Senator wants to introduce a non-Senator to speak, both the Senator and non-Senator must use the "Raise Hand" feature on Zoom.
11. Senators may make motions during discussions, which require a second from another Senator.
  - A Senator who wishes to second a motion should raise their hand and select "yes" at the bottom of the participant list.
12. If a Senator would like to propose an amendment, the text of the amendment should be emailed to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) in advance of it being presented. **(Please carefully consider whether your amendment is substantive, and avoid "wordsmithing.")**
  - **We strongly encourage Senators to submit amendments in advance of the meeting so the Senate staff can assist you and prepare a slide for your amendment in advance.**

- The Senator presenting the amendment must use the “Raise Hand” feature during the discussion of that item to make a motion to amend and then state the amendment.
  - The amendment must be seconded by another Senator who uses the “Raise Hand” feature and selects “yes” at the bottom of the participant list.
  - The Senate Chair will then open the floor to discussion of the amendment.
  - Following all discussion on the amendment, the Senate Chair will call for a vote on the amendment.
  - Senators will vote and then the results will be displayed on the screen and mobile device/web browser.
  - Depending on the outcome, the committee’s proposal may be voted on “as amended.”
13. Following the discussion, the Senate Chair will call for a vote. Senators will use their mobile device/web browser to vote (1-in favor; 2-opposed; 3-abstain). The item being voted on will be displayed on the screen and the mobile device/web browser.
- Reminder: Only Senators who have a Turning Point account and have been enrolled in the University Senate course can vote.
  - All voting is anonymous.
14. Once the voting is complete, the results will display on the screen and on the mobile device/web browser.