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://ttpoll.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 Directory ID and Password through the CAS login page. Information on using Zoom through UMD can be found here: https://umd.zoom.us/.

Procedures for the Senate Meeting

Join Zoom to Attend the Senate Meeting:

1. Please **DO NOT** connect to VPN before you join the meeting. VPN is not intended for systems such as Zoom so it will add unnecessary encryption that will slow down the process.

2. If you plan to connect to Zoom through a web browser:

   ○ Go to umd.zoom.us and click **SIGN IN** and then log in with your UMD directory ID and password.

   ○ Once logged in, go to the Zoom link for the Senate meeting: https://umd.zoom.us/j/97991627991

3. If you plan to connect to Zoom with the Zoom desktop app:

   ○ Go to the Zoom desktop app and click **Sign In**.

   ○ On the right-hand side select **Sign in with SSO** and enter **umd** before zoom.us and click **Continue**.

   ○ When you see the pop-up window, select **Open zoom.us**.

    ○ Click on the **Join** button and enter the meeting ID **979 9162 7991**

4. 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.

5. To help preserve bandwidth, please turn off your personal video unless you are speaking.

Join TurningPoint to Vote in the Senate Meeting:

6. Go to either your mobile device TurningPoint app or web browser https://ttpoll.com/ and log in with your University email address and the password used to create your TurningPoint account (not your University ID & password).

7. Once logged in, enter **senate2020** as the Session ID and click **Join Session.** *(*Please note that you will not be able to Join until the meeting has started.)*

Attendance:

8. Before we can start the Senate meeting, we must reach a quorum of Senators in attendance.

9. There will be a slide to take attendance electronically through TurningPoint.

10. Senators should press/click the circled **1** on the bottom of their mobile device/web browser to mark themselves as "Present" for attendance and quorum purposes. **The circled 1 will become a teal filled in 1.** Once you indicate that you are present, you do not need to press/click it again or you will remove your vote.

11. Once we reach the required quorum number, the Senate Chair will call the meeting to order.

General Guidelines 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. Only Senators, those introduced by Senators, or committee members may speak.

7. 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.

8. 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.

Voting During the Senate Meeting:

9. There will only be a few votes taken at the Transition Meeting.

10. All Senate votes are anonymous except for the attendance slide.

11. The vote for the next chair-elect will be the first action taken by the Senate. Senators will choose one of the two candidates but the results will not be displayed. The Senate Chair will announce the winner once the voting closes.

12. The only other expected action item that the Senate will vote on is approving the minutes. Senators will vote 1 if they are in favor; 2 if they are

opposed; and 3 if they are opposed. Once the voting is complete, the results will display on the screen and on the mobile device/web browser.

13. If there are any additional motions during the meeting, they will follow the same convention as #12 above.