

	Columbia University Senate Rules for Electronic Meetings	Proposed: November 20, 2020
		Adopted: November 20, 2020
		Effective: November 20, 2020

**RULES FOR ELECTRONIC MEETINGS OF THE UNIVERSITY SENATE
AND ITS COMMITTEES**

1. Selection of platform. The Executive Committee in consultation with the Committee on Structure and Operations shall designate the platform to be used for electronic meetings. To the extent possible, this platform should support public voting and support visible displays (i) identifying those participating, (ii) identifying those seeking recognition to speak, (iii) showing (or permitting the retrieval of) the text of pending motions, and (iv) showing the result of votes.
2. Log in information. Each senator shall be notified by email of any electronic meeting at least 24 hours before the meeting starts. Notice shall include the time of the meeting, the URL and passwords necessary to connect to the Internet meeting service, a link to register if registration is required, and, as an alternative and backup to the audio connection with the Internet service, the phone number and access code(s) the senator needs to participate aurally by telephone. Notice may also include a copy of these rules and the proposed agenda for the meeting.
3. Login time. Internet meeting service availability will begin at least 15 minutes before the start of each electronic meeting.
4. Signing in and out. Senators shall identify themselves or be identified by their computers as required to sign in to the Internet meeting service, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment, where leaving is equivalent to signing out.
5. Connections without video. Senators may connect to an electronic meeting by telephone or other medium without video capability in the event of technical difficulties. Senators who do so must identify themselves to Senate staff so that identifying information may be attached to the visual representation of their participation. Senators participating by telephone may speak, but may not make motions, second motions, vote or be counted toward quorum.
6. Chair of plenary sessions. For the purposes of these rules the Chair of the plenary session shall be either the President of the University or the Chair of the Executive Committee of the University Senate, whoever is presiding

7. Quorum calls. The presence of a quorum may be established at the start of a meeting by inspection of the list of attendees maintained by the Internet meeting service. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands quorum call by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
8. Technical requirements and malfunctions. Each senator is responsible for their audio and internet connections. No action shall be invalidated on the grounds that loss of, or poor quality of, a senator's individual connection prevented participation in the meeting.
9. Forced disconnections. The Chair may cause or direct the disconnection or muting of a senator's connection if it is causing undue interference with the meeting. The Chair's decision to do so, which is subject to undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
10. Assignment of the floor. To seek recognition by the Chair, a senator or other authorized person shall use the method appropriate to the Internet meeting service being used. Upon assigning the floor to a member, the Chair shall clear the online queue of senators and other authorized persons who had been seeking recognition. To claim preference in recognition, another senator or other authorized person may promptly seek recognition again, and the Chair shall recognize the member for the limited purpose of determining whether that person is entitled to preference in recognition.
11. Interrupting a speaker. A senator who intends to make a motion or request that under the rules may interrupt a speaker shall use the method appropriate to the Internet meeting service being used for so indicating, and shall thereafter wait a reasonable time for the Chair's instructions before attempting to interrupt the speaker by voice.
12. Motions submitted in writing. Whenever possible a senator intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, email the motion in writing to the Senate staff, preceded by the senator's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., "SMITH 3:"); "FRANCES JONES 2:"). In lieu of email, a Senator may use a messaging application that is part of the Internet meeting service.
13. Display of motions. Screen-sharing shall be used to display the immediate pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion when an amendment to which it is pending). Screen-sharing may also be used for reports or discussions at the discretion of the Chair.
14. Voting. Votes shall be taken by the voting feature of the Internet meeting service, and shall be public unless a different method is ordered by the Senate or required by the By-Laws. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The Chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.

15. Video display. A video of the Chair shall be displayed throughout the meeting, and a video of the senator or other authorized person currently recognized to speak or report shall also be displayed, to the extent possible.

16. Floor privileges. Floor privileges shall be granted in the following manner:

Whenever any matter that is of special concern to their particular Faculty or School is before the Senate, the Dean or Director of any Faculty, School, or Administrative Board, or their designee, whether or not they are a senator, shall have the right to be a participant in the meeting, and shall have all capabilities that Senators have, including screen sharing with the permission of the Chair, but shall not have the right to make motions or to vote.

Student observers from affiliated institutions shall have all the capabilities that Senators have, but shall not have the right to vote or to make motions, and their microphones shall be muted unless unmuted by the Chair.

When the Senate considers the report of any standing committee of the Senate, or of any additional committees as defined in Section 4(b) of the By-Laws, committee members who are not members of the Senate shall have all the technical capabilities that Senators have, but shall not have the right to vote or to make motions, and their microphones shall be muted unless unmuted by the Chair.

17. Participation by Columbia University Members. Holders of Columbia University Identification may attend the meetings if they follow the procedures provided before the meeting to insure the integrity of the meeting. They cannot use the meeting platform to speak, send text messages, make motions, second motions, or vote, except as provided in Paragraph 16. The Chair can evict such visitors at the chair's discretion if such participant causes a disturbance and may limit the number of non-senator participants to stay within the platform capacity limits.

18. Committee meetings. Committees of the Senate as defined in Section 4 of the By-Laws may also meet electronically by using a platform approved by the Executive Committee in consultation with the Committee on Structure and Operations. To the extent possible, committees that meet electronically should follow these rules, but members who participate by telephone or other permitted medium in either a live or electronic committee meeting shall be permitted to vote, make motions, second motions, and be counted toward quorum. Telephone or other medium shall be permitted only if it enables the member using it to hear all other members who are part of the meeting, and if it enables all members who are part of the meeting to hear them.