

September, 2021

Electronic chat guidelines for Faculty Senate meetings

Primary function of Q/A (in Zoom): If there are issues regarding accessibility, voting, and meeting logistics, please use Q/A to address them to the FSO staff.

Primary function of Chat (in Zoom): The chat will be monitored by the Vice Chair of SACUA and only relevant information or questions will be relayed to the Chair of Faculty Senate. Chats can progress quickly and involve a number of competing lines of commentary, so if you have a question, please write "QUESTION" at the beginning of your comment so it can be easily located by the Vice-Chair.

At a senate meeting, please use the **raise hand** function (in Zoom) or raise your hand (in person) if you wish to speak. If you would like to agree with a particular point raised by a speaker, please use **thumbs up** in the Reactions tab in Zoom or other Emojis to express your feelings.

Guidelines about use of chat:

- The primary purpose of the chat is to allow participants to connect with each other during the meeting and to enhance the sense of community for online participants; it should not replace raising your hand and sharing with the meeting at large. If you need to share important information, please communicate with participants directly by following the guidelines for speaking, if you are able to do so. Depending on how widely chat is used, important information could be missed.
- Chat will remain open to enhance access and accessibility but please note that chat can be distracting to the speakers and other participants. We do not want to run a parallel meeting in the chat.
- Please refrain from using chat to initiate secondary discussion, as it distracts from the conversation at the meeting. Comments in chat will not be entered into the official meeting record.
- If you would like to address a particular person from the meeting in chat, please use private chat.
- Please use the chat to discuss or object to ideas, but not people; refrain from making personal attacks or disparaging remarks about individuals.
- Misuse of chat, including making disparaging comments about speakers or other participants, constitutes out of order. The individual will receive a warning from the Vice Chair (via private chat). If the use of disparaging comments persists, then a person may be removed or excluded from participating in the meeting.