

Draft Special Rules of Order – Stockton University Faculty Senate (the adoption of these rules is usually done via a resolution):

Resolved, That the Stockton University Faculty Senate adopt the following standing rules for meeting operation:

1. **Regular meeting modality:** Unless otherwise requested by XXXXX Senators, meetings of the Faculty Senate will be held using a hybrid format with individuals attending either in-person or via Zoom.
2. **Fully electronic and/or hybrid meetings using the Zoom platform**
 - a. **Login information.** The President or designee shall send by e-mail to community the time and place of the meeting, the URL and codes necessary to connect to Zoom, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the member needs to participate aurally by telephone.
 - b. **Signing in and out.** Senators shall identify themselves as required to sign in to the Zoom, shall have their full names displayed, and shall maintain Internet and audio access throughout the meeting whenever present, but shall sign out upon any departure before adjournment.
 - c. **Attendance & presence of a quorum:** Attendance shall be taken at the beginning of the meeting to establish a quorum. Senators unable to attend a regularly scheduled meeting shall provide advance notice to the President and Parliamentarian.
 - d. **Technical requirements and malfunctions.** All Senators are required to have an internet-connected device to allow for voting using an anonymous online platform. If attending a meeting electronically, a Senator is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Senator's individual connection prevented participation in the meeting.
 - e. **Zoom meeting hosts:** At minimum, the Zoom meetings hosts shall include the President, Vice-President, Parliamentarian. The President may designate other individuals to act as hosts to assist in administering the electronic portion of a meeting.
 - f. **Required muting:** The President may cause or direct the muting of an attendee or Senator if it is causing undue interference with the meeting. The President's decision to do so, which is subject to an undebatable appeal that can be made by any Senator, shall be announced during the meeting and recorded in the minutes.
 - g. **Assignment of the floor:** To seek recognition to speak, a Faculty member attending in person shall raise their hand and those attending electronically shall use Zoom's "Raise Hand" feature. An individual attending electronically will remain muted until recognized by the President. During any discussion, the President will attempt to alternate between in-person and electronic attendees.
 - h. **Use of the chat feature:** The Zoom chat feature will be used exclusively for communication between individuals attending electronically and the meeting

hosts to preserve the fundamental parliamentary principle of only one individual speaking at a time.

- i.* **Interrupting a member:** A Senator attending electronically who intends to make a motion or a request that under the rules may interrupt a speaker shall use the chat feature to indicate such to the President and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
- j.* **Motions:** Senators are encouraged to submit main motions or amendments in writing either via the chat feature or email to the President. In addition to being restated orally by the President, motions introduced at a meeting will be displayed in the chat and/or in the meeting room via projection/screen share. The President or designee may display the motion in a word processing document using the Zoom Screen share so all attendees (in-person and electronic) can view the motion.
- k.* **Voting.** Votes shall be taken using an online anonymous voting platform such as Slido, Qualtrics, or an equivalent. All Senators in attendance shall have an internet-connected device that can access the online voting platform. Senators shall be sent a link to access the online voting platform on the day of a meeting. The results of any vote shall be announced by the chair and/or displayed in the voting platform. When required or ordered, other permissible methods of voting may include unanimous consent or by voice ("ayes and nays"/show of hands along with using the Zoom reactions tool for electronic attendees).
- l.* **Changes to or of electronic meeting platform:** If there are significant changes to how the Zoom meeting platform operates that renders portions of the special rules invalid or the University adopts a new electronic meeting platform the Senate will consider changes to the special rules as soon as possible. The Executive Committee will draft proposed amendments to the special rules to align them with the changes or new platform that shall be considered by the full Senate for adoption.

Some notes on special rules of order (RRORNR, 12e Section):

2:16 – Special rules of order supersede any rules in the parliamentary authority with which they may conflict.

2:21 – Rules of order—whether contained in the parliamentary authority or adopted as special rules of order—can be suspended by a two-thirds vote as explained in **25** (with the exceptions there specified).

2:22 – Adoption or amendment of special rules of order that are separate from the bylaws requires either (a) previous notice and a two-thirds vote or (b) a vote of a majority of the entire membership.

9:32 – If electronic meetings are to be authorized, it is advisable to adopt additional rules pertaining to their conduct (see Additional Rules for the Conduct of Electronic Meetings, below).

Appendix on electronic meetings – Regarding the proper authorization of such meetings, and their limitations, see *Electronic Meetings*, 9:30– 36, wherein it is stated that when electronic meetings are authorized—which, in the case of a board or other assembly, always requires a bylaw provision—additional rules should be adopted to govern their conduct. Depending on the nature of the rules and the specific provisions of the bylaws, such additional rules may be placed in the bylaws, adopted as special rules of order or standing rules, or contained in instructions from a superior body.

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