

# UNH Faculty Senate Meetings Guidelines and Best Practices Updated: 08/27/21

## Prior to the meeting

- Be prepared. Most often there is reading to be done ahead of the meeting. Do your best to do this. This list of [UNH acronyms](#) may be useful when reviewing the agenda
- Keep your Zoom app updated to the latest version.
- Notify the Senate admin if you will be participating via phone.
- Notify the Senate admin if you will be absent and if you have designated a proxy.

## At the meeting

- Please be on time.
- Indicate that you would like to speak by using the “raised hand” feature to get in the queue to speak or ask a question. The vice chair will call on you when it is your turn.
- Turn your camera on, but please stay muted until called upon to speak.
- Introduce yourself (name, department, and any other context) before speaking.
- Be respectful. See [2017 Faculty Senate motion on mutual respect](#).
- Two minutes is the general recommendation when speaking or posing a question. (New for 2021-22)
- Please limit meeting minute corrections to those affecting the substance or meaning of text. Small typographical errors should be sent to the Senate admin via email. The Senate chair or Admin will acknowledge receipt of such edits before a vote is held. (New for 2021-22)
- Avoid discussion in the chat box. Questions and comments should be shared by voice with the Senate. Not all senators, including the chair and vice chair may be able to follow the chat box.

## Suggestion for presenters

- PowerPoint or other visuals are encouraged and should be made available to the Senate admin for publication on the Senate website and in the minutes following the meeting.
- Presenters are responsible for running their own slideshows.

## **About Voting**

- When discussion concludes, the chair puts the question to a vote. If the chair feels the discussion has reached a point of diminishing returns, or the agenda is pressing, they may suggest it is time to vote, and if there are no objections they will put the question. Failing that, the chair may ask for a motion for the previous question.
- Voting via Zoom will be conducted using the “yes” or “no” reaction buttons to vote and raised hands for abstention (voting present.). Senators who are joining by phone will be asked to voice their vote. Real time information about the vote is visible in the “Participant” panel.
- The Faculty Senate shall vote on main motions of a substantive nature, unless otherwise decided, at the regular meeting following the meeting when the motion was introduced. See full details in the 2013 motion on this [here](#). Motions of a procedural nature may be voted on during the same meeting in which they are introduced.

## **About meeting via electronic means.**

On June 29, 2020, the Senate voted to extend the special procedural rule so that the Faculty Senate shall continue to meet extraordinarily via electronic means until such time as the Senate shall vote to resume face-to-face meetings.

## **About visitors**

- The Senate constitution provides that: “The meetings of the Faculty Senate will be open to all faculty. Others may be present only on the invitation of the Agenda Committee. Anyone may be recognized to make a presentation at a Faculty Senate meeting, but only senators may propose motions or vote.”
- Committees wishing to invite non-faculty guests should contact the Chair (Kevin.Healey@unh.edu) for approval of an invitation prior to one be made.
- Non-faculty visitors should contact the Chair to request permission to attend.
- Non-Senator faculty should contact the Senate Admin ([Kathy.Brunet@unh.edu](mailto:Kathy.Brunet@unh.edu)) to obtain the Zoom instructions.

## **About meeting recordings**

Faculty Senate meetings are recorded for the purpose of preparing minutes. These recordings are not available for viewing, distribution, or publication.