





can be made by any member, shall be announced during the meeting, and recorded in the minutes.

- f. Assignment of the floor - To seek recognition by the Faculty Senate President, a participant shall activate the raised hand feature on the Internet meeting service or its equivalent for other platforms. The Faculty Senate President or their delegate will monitor order in the case of multiple participants seeking recognition.
- g. Interrupting a member - A member who intends to make a motion or request that under the rules may interrupt a speaker shall use the raised hand feature on the internet meeting service, its equivalent for other platforms, or communicate the intent for motion in the chat feature; and shall thereafter wait a reasonable time for the Faculty Senate President instructions before attempting to interrupt the speaker by voice.
- h. Motions submitted in writing - A member intending to make a main motion, to offer an amendment, or to propose instructions, shall, before or after being recognized, post the motion in writing as designated by the Recording Secretary for this purpose.
- i. Display of motions - Motions coming before the Faculty Senate will be e-mailed to the Faculty Senate President prior to the meeting for electronic display. The Recording Secretary shall communicate any amendments, or revisions to the motion, via the Internet meeting service chat feature.
- j. Video display - The Faculty Senate President and any participant recognized to speak shall activate their camera while speaking whenever possible.

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Electronic Voting - Votes shall be taken by the voting feature of the Internet meeting service, using the anonymous feature when secret ballot is called, unless a different method is ordered by the Faculty Senate Executive Committee or required by the rules. When appropriate, other permissible methods of voting are by electronic roll call or by audible roll call. The Faculty Senate President announcement of the voting result shall include the number of members voting on each side of the question. When necessary, secure ballots will be distributed via the designated secure tool to Senators who attended meetings where discussions or presentations were made regarding the voting issue. Electronic proxy vote is prohibited.

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