Zoom Faculty Assembly

Faculty Assembly will be conducted via a Zoom webinar at our scheduled time on Friday, April 24, 2-4 pm (see Meeting Instructions below). The webinar format has features that we hope will help the meeting run smoothly to accomplish our end-of-the-year business. We are very conscious that this format falls short of the community spirit of gathering together, especially as we recognize and celebrate faculty members at this final assembly of the year.

In the interests of time, we will streamline discussions by having the chair of the committee that approved a proposal answer questions from the body. Faculty with special knowledge of proposals will be available to answer more specialized questions. **Given the difficulties of open discussion via Zoom, please read the agenda and accompanying proposals carefully. Prior to the meeting, please contact the listed chair of the presenting committee with any questions or concerns you have about a proposal. This will help expedite answers to questions and any amendments to proposals.**

Faculty Assembly will follow Roberts' Rules of Order. Members of the body can offer the usual array of motions and seconds either verbally after being unmuted or textually via the Q&A tool. To the best of our ability, we will take up motions in the order they are received. Before each vote, the president will ask for further discussion on each motion and wait 10 seconds before closing discussion. We will use online polls to vote.

Meeting Instructions

1. Join Webinar: <https://iu.zoom.us/s/97914963197>

The webinar will open at 1:45 pm. Please join early, so we can begin promptly at 2 pm. If you enter before the webinar starts, you will see a "Please Wait" screen. Do not sign in; just wait. Once the webinar starts, you will be prompted to enter your name and an email address. You will enter as an Attendee. Attendees are automatically muted with their video feed off. The opening screen will show meeting procedures. You may also hear background chatter from the organizers.

2. Attendance

Click on Chat (bottom of Zoom screen) and enter your full name in the Chat. This is how we will take attendance. Attendees will see their own Chat posts but not other people's posts. This is to prevent Zoom bombing.

3. Questions and Discussion

Attendees may ask questions, state comments or make motions during the meeting by either: a) typing a question, comment or motion into the Q&A tool (bottom of the Zoom window) or b) clicking the Raise Hand icon in the Participants window. We will monitor the Q&A screen and the Raise Hand icon. We may simply state the question, comment or motion as posted, or we can call on members to speak and unmute them. **If you wish to speak and have not been unmuted, please write "I wish to speak" in the Q&A tool. Our goal is for people to be heard.**

4. Voting

Votes will be conducted using the Polling function. The president will repeat the motion being voted upon and then open the generic Poll, which will be re-used for all votes. Please vote Aye, Nay or Abstain. After 30 seconds, the president will report the final tally.