

COASTLINE ACADEMIC SENATE ZOOM MEETING GUIDELINES

ZOOM SENATE PROTOCOLS:

- Once the meeting has started, please mute yourself using the microphone button
- Please establish video connection if possible
- Please use the “raise hand” to ask to speak
- Chat will not be used for official Academic Senate business

RECORDINGS:

All Coastline Academic Senate meetings are subject to audio and/or video recording to maintain a record of the proceedings. Agendas, minutes, and meeting documents will be archived online through the [Academic Senate](#) web page.

CHAT:

- Chat will not be used for the official business during Academic Senate meetings
- Chat can be used for personal conversations as would occur in an actual Senate meeting
- Chat will not be saved with the video recordings of the Senate meetings

MOTIONS/SECONDS/VOTES:

- Senators who wish to speak, such as to make a motion, second a motion, or wish to speak to a motion must first be recognized to speak using the “raise hand” feature in Participants. If the Senator is on a phone, they will need to identify themselves first and ask to speak.
- Participants button is usually on the bottom of the screen on a computer. It is at the top left of an iPad.

PRESENTATIONS:

- Please email the [Academic Senate](#) or the [Academic Senate President](#) to ask for a time to present.
- Material to be presented needs to be ADA compliant and submitted as a pdf file. If the material is not ADA compliant, it cannot be used for the presentation.
- ADA compliant material must be submitted to the Academic Senate office by 9AM the Thursday prior to the Senate meeting.
- To learn more about ADA compliance click [here](#).