

GA Guide to Zoom Delegates' Meetings

April 2020

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Overview

On March 16th 2020, Bay Area Counties issued an order to “shelter in place” in order to stop the spread of COVID-19¹. UC Berkeley Campus subsequently encouraged everyone to have all teaching to be conducted online, research to shift to a work from home model except for essential procedures, and to stay away from Campus, and practice social distancing.

In order to comply, the Graduate Assembly's monthly delegates' meeting will be conducted over Zoom for the foreseeable future. Please read and reference this guide for how the delegates' meetings will be conducted over Zoom.

Outline

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Introductory Remark for Delegates [Required Reading]

Delegates are being asked to read this guide in preparation of online GA Delegates' Meetings. Delegates are required to attend **every** delegate meeting (with the allowance of missing one meeting a semester, and notifying the IVP at internal-ga@berkeley.edu for each absence). Additionally, delegates are tasked with **representing their academic departments by communicating GA advocacy and updates to campus to their department and likewise**

¹ <https://www.sfchronicle.com/local-politics/article/Bay-Area-must-shelter-in-place-Only-15135014.php>

soliciting concerns from students in their department. During times like COVID-19, delegates should be communicating with students in their departments about their concerns and bringing them to the GA.

In terms of preparing yourself for online Zoom meetings, please read this guide, direct any questions to the IVP (internal-ga@berkeley.edu), and come to the GA delegates' Meeting, ready to participate in GA items of business and respectfully participate as much as possible.

If you're new to participating in Zoom meetings, please read this linked guide first:
https://www.cilc.org/CILC/media/Documents/Zoom_Participant_Guide.pdf

We are asking everyone to be courteous of everyone's individual wifi situation by asking everyone to upon joining the meeting to 1. Mute Themselves; 2. Turn off their Video; 3. DO NOT message the "Everyone" chat. These actions are being reserved for when delegates are "granted the floor" to speak (equivalent to raising name placards). Please be respectful of the "Everyone" chat to facilitate debate and discussion and minimize confusion.

Dos/Don'ts for online Zoom Delegates' Meeting:

Do:

- Follow these rules and be courteous and kind to everyone during the meeting. These guidelines are meant to make sure everyone is on the same page and it might take a little bit of adjusting so please be patient with everyone.
- **Mute yourself and turn your video off upon entry to the meeting**
- Direct message "GA Helper" to enter the speaker's queue and seek the floor
- Make sure your name has both your FIRST and LAST name as normally written on your delegate placard so we can track delegates

Do **NOT:**

- Speak into voice chat out of order (i.e. please only speak when you have the floor)
- Message "Everyone" in zoom unless you have the floor

DISCLAIMER: You will be able to join the meeting through phone call (without the app); however you will not have full zoom capabilities that way. If you cannot join the zoom meeting through your computer please contact internal-ga@berkeley.edu for accommodations ASAP!

Meeting Agenda

Similar to our in person delegates' meetings, we'll be using a google sheet to list out each item on our agenda. We will highlight the current active item of business so folks joining at various points can know where in the agenda we will be.

04-02-2020 Delegate Assembly Agenda ☆ 📄

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Public Comment

	A	B	C	D
1	Graduate Assembly Delegates Meetings - April 2nd, 2020 Senate Chambers (Zoom link:)		Agenda:	
2				
3	Item	Speaker/Moderator	Time (minutes)	Estimated Start Time
4	Approve Agenda & Consent Agenda	IVP	6	5:30:00 PM
5	Welcome + Announcements	IVP	5	5:36:00 PM
6	Public Comment	IVP	10	5:41:00 PM
7	Speakers		0	5:51:00 PM
8	Graduate Diversity Task Force	Lisa Garcia-Bedolla (GradDiv Dean), Jon Wilkening, Luis Tenorio (GA VPE&I)	40	5:51:00 PM
9	COVID-19 Concerns	President	15	6:31:00 PM
10	Officer Reports	President, CAVP, VPEI, EAVP, VPOF, IVP, Funding, Rules, PDs	45	6:46:00 PM
11	Break 1		5	7:31:00 PM
12	Elections	IVP	0	7:36:00 PM
13	Rules	Please see the list of candidates who have been nominated at the link below:	5	7:36:00 PM
14	Funding	https://docs.google.com/spreadsheets/d/1uk5pvExdwz4r5UFSAsvufCsyPAAdCQgJU	5	7:41:00 PM
15	IVP	Please see their candidate statements at the link below:	5	7:46:00 PM

A blue highlight will be used to track what item of business in the agenda is currently active.

Meeting Procedure & Motions

For a breakdown of different types of motions please see this [powerpoint for a list of all possible motions](#) that can be made during our meetings. To the best of their ability, the chair (IVP) will say out loud each motion and write them in the chat.

How to enter Public Comment list:

- To enter public comment, message “GA Helper” directly in the Zoom Chat, with the message “public comment”
- Your name will be listed under “Public Comment” on the Speakers Queue Tab on the Agenda Sheet

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34				
35				

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 Agenda ▾
 Speakers Queue ▾
 Consent Agenda ▾
 Funding Queue ▾

- When it is your turn, you can turn on your voice, video, and post in the chat to “Everyone”

- Once you've spoken, your name will be striked out and we'll proceed to the next comment

Requesting the Floor

*i.e. How to ask Questions of Speakers (or Resolution Writers), make comments on a specific topic, make a **MAIN MOTION**, amend motions, call to question, etc.*

(ANY MOTION THAT IS NON-INTERRUPTIBLE)

- To enter into the Queue to be granted the floor, message "**GA Helper**" **directly** in the Zoom Chat with the item of business that is active (for example "Grad Diversity task force" or "2003E" for a resolution)
- Your name will be listed under the current item of business on the Speakers Queue Tab on the Agenda Sheet

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- When it is your turn, you can turn on your voice, video, and post in the chat to "Everyone"
- Once you've spoken, your name will be striked out and we'll proceed to the next comment

IF you are amending a Resolution:

- Please write your amendment in the Zoom chat to "Everyone"
- The IVP will then suggest that language into the Resolution

How to make an Incidental Motion(i.e. *Points of Personal Privilege, Call to Order, etc*):

- On the Zoom **REACTIONS**, choose the "Raise Hand" Reaction
- If your hand raise is not noticed, you can also direct message in Zoom, "GA Helper" with "!!!" and the details of your motion
- examples: "!!! Point of personal privilege, the speaker's internet cut out. Could they repeat or type in the chat?"

How to make a Second:

- To second a motion please use Zoom's reaction "Thumbs Up" or use the chat.
- [To learn how to get to reactions, read here](#)

How to Object:

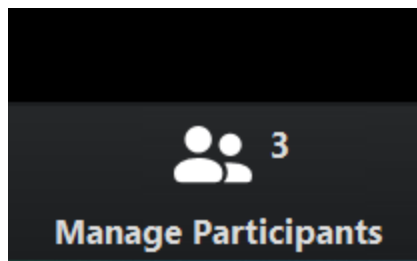
- To object to a motion please use Zoom's reaction "Thumbs Down" or use the chat.
- [To learn how to get to reactions, read here](#)

How to vote on a motion [Update 8/2020]:

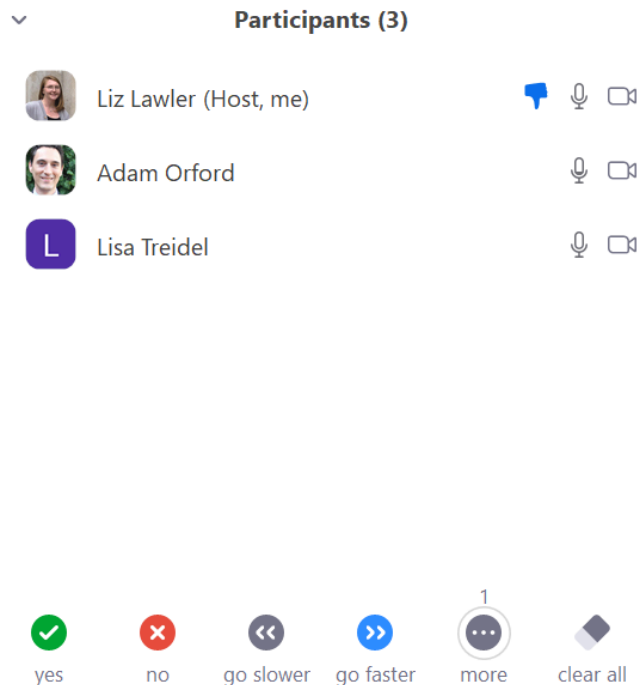
- To vote on a motion (similar to when “all in favor of [a motion being voted on] please say “aye”, all those opposed say “nay”), the vote will be posed in the “delegatemeetingvotes” channel. Please select “Yes” or “No” when prompted.
- Once everyone has voted, the Host of the meeting (IVP) will receive a count of the votes:

How to get to Zoom “Reactions”

1. On the bottom of Zoom, click on “Participants” (in the same bar as “Chat”)



2. This will open up a screen that lists out all participants of the meeting and also the reactions: “yes”, “no”, “go faster”, “go slower”, and “more”



3. Click on “more” to get to “Raise Hand” “Thumbs Up”, and “Thumbs Down”

Resolution Discussion and Votes

- To discuss resolutions, amend language and vote on them, the chair (IVP) will be sharing their screen with the Zoom meeting.
- The shared screen will have the Resolution open
- Each delegate can seek the floor by entering the queue (detailed above)
- Once the delegate has the floor, they can make their comment over voice chat or chat to “Everyone”
- If you have an amendment to the resolution, please additionally type your amendment into the Zoom chat to “Everyone”
- The Chair will make that suggestion to the resolution document
- Delegates will discuss and vote on any amendment and then accept changes

Spring: Elections Voting

We will be voting on our 2021-2022 elected officers at our April 7th meeting. The way Elections will work over Zoom is that we will have:

1. Time for each nominee to make a statement (1 minute)
2. Each nominee CAN turn on their audio or video at that time; if they cannot turn on their video they will be instructed to change their Zoom photo to an updated photo of themselves
3. Once each candidate makes their statement they will be placed on “hold” so they cannot hear or see discussion, and cannot vote
4. Delegates can debate the nominees by seeking the floor and entering the queue
5. Delegates can call to question and vote on the nominees
6. We will be voting through zoom using the “Polls” feature. The Poll will appear on the screen and you can make your selection (1 minute)
7. We’ll save the results and close the poll
8. We’ll bring the nominees back onto the call and announce the winner.

Graduate Council Voting

1. Graduate Council voting will be a little bit different since we will be electing 3 representatives and one alternate.
2. We will vote for each position individually
3. First you will vote for your first pick for GC rep

4. The person with the most votes will be elected
5. We will remove that person from the running and repeat steps 3-4 for the remaining positions