

UFF Senate – Zoom Chat Instructions

During the Senate session, Zoom chat will be turned off for all members. Instead, when selecting the Zoom chat, attendees will find four roles to which they can write:

QUESTIONS **ACCESSIBILITY** **MOTIONS** **STACK**

These roles are operated by volunteer UFF leaders and staff from around the state. Please be patient, and please be kind. We are all doing the best we can under less-than-ideal conditions, and the volunteers will respond to you as soon as they are able.

Attendees should contact the **QUESTIONS** role with questions related to an event, process, or other logistical issue on the floor. Do not use this role for a Point of Information or a Point of Order. The **QUESTIONS** volunteer may choose to either answer your question immediately or direct the question to the Chairperson.

Attendees should contact the **ACCESSIBILITY** role with questions related to accessibility features or obstacles during the Senate session. The volunteer may choose to either answer your question immediately or direct the question to the Chairperson.

Attendees should contact the **MOTIONS** role when they wish to make a motion on the floor. On first contact, the attendee should write MOTION, along with their name and chapter, in the Zoom chat. After being recognized by the Chairperson, the attendee will then be allowed to verbally present the motion to the body. The **MOTIONS** volunteer will then work with the attendee to get the motion into a written form that can be shared with the Senate body for discussion and vote. During the discussion process, if an amendment to a motion is proposed, the **MOTIONS** volunteer will assist with presenting the amendment language and the final motion language in the Zoom chat.

Attendees should contact the **STACK** role when they wish to (a) speak in support of a motion, (b) speak against a motion, (c) bring a Point of Information, or (d) bring a Point of Order. When contacting **STACK**, attendees should write into the Zoom chat their desired action, followed by their name and chapter (ex: SUPPORT - Andrew Gothard, UFF-FAU). The volunteer will bring the appropriate order of speakers to the Chairperson's attention, who will then recognize speakers according to the adopted UFF Senate Rules. As a reminder, the following rules will be followed for each motion:

- Points of Order and Points of Information have no numerical limit and are always moved to the front of the line.
- Debate will be limited to 15 minutes for each resolution/motion, with a maximum of three speakers for and three against. The presenter of the resolution will have three minutes; other speakers will have two minutes each.
 - Time will be kept by UFF First Vice President Caitlin Gille.
- Only a 2/3 majority vote will allow individual speakers and/or the total debate time to continue past the designated limit.
- Speakers in support and against a motion will be addressed in order of arrival, in an alternating fashion.
- When either speakers in support or speakers against are no longer available, discussion will end, even if the motion has not yet reached its maximum number of speakers.