

June 4, 2024 Representative Assembly Meeting, 3:30 p.m.

Meeting Guide (last updated: June 3, 2024)

If you have questions about the meeting guide or if you are a Senate member and would like to request the Zoom link for the meeting, please contact academicsenateoffice@ucsd.edu.

Overview

The meeting guide below applies to the regular Representative Assembly meeting on June 4, 2024 and the special meetings scheduled for June 5 and 6 to continue discussion on any items carried over from the June 4, 2024 meeting agenda.

The intent is to get through the agenda on June 4, but the additional meetings have been scheduled to ensure that there is sufficient time to listen to Senate colleagues and have thoughtful discussion on the proposals put forward for consideration.

The meeting guide includes the following sections:

(click on the links below to access each section within this document)

- [Meeting Agendas and General Information for Participants](#)
- [Meeting Conduct](#)
- [Privilege of the Floor](#)

Meeting Agendas and General Information for Participants

June 4, 2024 Agenda: <https://senate.ucsd.edu/media/673017/24-6-4-agenda-materials.pdf>

June 5, 2024 Agenda: <https://senate.ucsd.edu/media/673020/24-6-5-agenda-materials.pdf>

June 6, 2024 Agenda: <https://senate.ucsd.edu/media/673021/24-6-6-agenda-materials.pdf>

For all meetings:

- **Join the Zoom meeting starting at 3:00 p.m. for timely attendance and admittance to the virtual meeting room. The meeting will start promptly at 3:30 when quorum is reached.**
- Log in to Zoom through the Zoom desktop client/mobile app or web browser.
- Expect to be in a waiting room for attendance and admittance.
- Participants' Zoom name must match their real name for admittance to the meeting. Unidentified phone numbers will not be admitted.
- Expect muted microphones, locked screen names, and disabled chat to ensure the integrity and security of this meeting.
- Do NOT record or broadcast this meeting. No recording or broadcasting of the meeting is permitted.
- Follow the principles below regarding decorum.
- Use Zoom functions as instructed by the Academic Senate Chair who is the presiding officer.

- If you have problems getting into the meeting or a general question during the meeting, email academicsenateoffice@ucsd.edu. Due to the potential for a high volume of messages, be patient in awaiting a reply.

Meeting Conduct

Conduct of Representative Assembly meetings follow *Robert's Rules of Order* (12th edition) for questions of order not answered by the Bylaws or Regulations of the San Diego Divisional Senate Manual.

Below are principles to foster respectful, orderly, and efficient conduct during meetings:

1. Members must be recognized to speak.
2. Discussion should remain focused on the topic at hand.
3. Only one main motion or item of business is considered at a time, to avoid confusion and ensure clarity.
4. Debate is directed to or through the presiding officer.
5. Dilatory tactics are not in order. Debate must be impersonal.
6. Debate should be concise and non-repetitive.
7. Remarks presented in debate should be courteous.
8. Members should listen to debate attentively and courteously.

Privilege of the Floor

Representative Assembly Members:

- May speak, make motions, second motions, vote

Academic Senate Members who are not members of the Representative Assembly:

- May speak, make motions
- May not second motions nor vote

Undergraduate Student Representatives, Graduate Student Representatives, and Research Advisors:

- May speak, make motions
- May not second motions nor vote

Speaker Queue and Procedure to Make a Motion¹

- **Advance Speaker Queue:** To help manage the June 4 meeting, an advanced speaker queue will be provided to allow members interested in speaking to express interest in advance. The Advance Speaker Queue will be open on Tuesday, June 4 at 8 a.m. and close on June 4 at 2 p.m.
 - Form to join the **Advance Speaker Queue:** <https://forms.gle/MsSXeTWZRfrwv9g3A>

¹ Except for the Advance Speaker Queue, links provided in this section will open after the Representative Assembly meeting has started on June 4. The link for the Advance Speaker Queue will open on Tuesday, June 4 at 8 a.m. and close on June 4 at 2 p.m. As applicable, the Meeting Speaker Queue established on June 4 will carry over to meetings on June 5 and 6.

- **Live Meeting Speaker Queue:** For attendees who would like to speak on the item under discussion, they can add their name to a speaker queue during the meeting that will be monitored throughout. Attendees can also remove their name from the queue.
 - Form to join the **Live Meeting Speaker Queue:** <https://forms.gle/Zgz1frBRbxuY6ruX6>
- Attendees will be able to check their **current place** on the Meeting Speaker Queue during the meeting.
 - Link to view **Meeting Speaker Queue:**
https://docs.google.com/spreadsheets/d/191xPytCOYAq3Joz_k2r5aZKIOTN1UmArw-9EWNhGmq0/edit#gid=691832585
- **Make a motion, point of order, inquiry, or privilege:** Attendees can submit a request to make a motion or a point of order, inquiry or privilege through an online form during the meeting. The request will be conveyed to the Academic Senate Chair.
 - **Motion Request Form:** <https://forms.gle/R5E5kmRKqfu3EmbAA>
- During the meeting, to speak or make a motion, **wait for recognition** from the Academic Senate Chair; then you will be unmuted.