Faculty Association

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UMFA Online Meeting Processes

The Board of Representatives met on July 28, 2021 to discuss online meeting processes and made modifications to those processes. The following motion regarding the conduct of union members and the following descriptions of meeting processes are based on the Standing Rules and the will of the Board, and are presented to you to help guide us all during the October 6, SGM:

> The UMFA Board of Representatives affirms that the basis of union solidarity is mutual respect, and that each UMFA member should strive to uphold values of equity and inclusion in the work of the union. Discrimination against members on the basis of their race, gender, sexuality, ability, age, ethnicity, religion, belief, or class origins is unacceptable, as is action taken by one member to use their power in order to belittle or devalue another.

Process points:

- Co-chairs will be designated to help keep track of the speakers list, type motions that come from the meeting-floor, and monitor timed items. The co-chairs and their duties will be made known to members at the beginning of the meeting;
- The Chair will request a motion to limit each speaker to 2-3 mins maximum. Such a motion requires a 2/3 majority. At the 2 minute mark, the Chair will alert speakers that they should wrap-up their remarks. At three minutes the Chair will ask that the speaker be muted.
- UMFA will seek the aid of a parliamentarian to ensure UMFA's version of parliamentary procedures are followed in General Meetings;
- When possible, motions will be prepared for in-meeting e-polls before a meeting begins; motions from the floor will be typed by a co-chair or received from a Member via email, made visible on screen or in the meeting chat, and a generic poll taken to gather results. The chair will conduct all such polls;
- Further, when motions are put to a vote Meeting polls will be used to receive the will of the floor, but 'hand-counts' will be used when e-polls results are close. At least 2 counters will tally "hand-counts". The opening of the polls will be announced, as will a poll's closing. Polls will remain open for 2.5 mins.
- As a poll is conducted, those on the phone will be asked to say if they are 'for' or 'against' the motion.
- As the time allotted for an agenda item draws to a close, the Chair will announce that time will soon be reached, ask that anyone else who wishes to speak join the speakers list, and then close the list.
- Motions to extend debate, limit debate, or call the question can only be raised by a Member when it is their turn to speak.
- First-time speakers will be privileged;
- Speakers will be encouraged to refrain from repeating points that have already been made;
- Members will speak after being recognized by the Chair. Members will be muted upon entry to the meeting, and are asked to unmute once recognized by the Chair.

- Members should not unmute themselves except when called upon, unless they have a point of order, privilege, or clarification. The Chair reserves right to mute-all temporarily to call order to the meeting.
- UMFA will include meeting procedures (e.g. basic types of motions and how to make them) in the agenda package of General Meetings;
- Members will be asked to arrive at a general meeting 30 minutes in advance of the meeting. Meetings will begin promptly at their announced start time so long as quorum is achieved;
- Meetings shall be scheduled for 2.5 hours. Extension beyond this time requires a 2/3 majority vote.

E-meeting software functions:

- Meeting chat-functions will be enabled to allow participants to write to the Meeting's Chairs and 'hosts'. Meeting Chairs will share comments verbally with attendees, where appropriate;