**Google Form for A.S. Senator Remote Attendance**

Click this link [under construction] to indicate that you will be attending A.S. remotely (i.e. teleconferencing via Zoom)

**Important requirements for remote attendance:**

1. Each Senator’s remote/Zoom location must be listed on the agenda
2. Senators must post the A.S. meeting agenda publicly outside of the meeting location (i.e. on your office door, the library’s bulletin board, etc.)
3. Senators must keep their cameras on during the meeting (this is a Brown Act requirement; microphones can be muted)

**Regarding the Google Form:**

1. Senators only need to complete this form once, unless a senator’s attendance modality changes (see below for more details).
2. Senators need to use their work email when completing the form.
3. Senators need to submit this form as soon as possible but at least five days prior to the first meeting they plan to attend remotely. (This gives the A.S. time to add all Senator locations to the agenda 72 hours in advance of the meeting.)
4. If a Senator needs to change their remote location, or change their modality to in person, they will need to submit a new form. Again, please use your work email on the new form.