

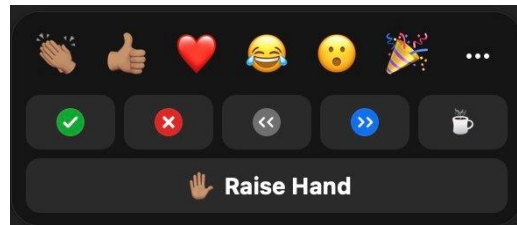
## **Classified Senate Voting Procedures**

### **Voting in-person or on Zoom**

- After a motion has been made and it has received a second, the C.S. President then restates the motion and opens the floor for discussion
- Once the discussion is complete, the C.S. President will then call on each physically present voting member of the senate in the following order: President, Vice President, Secretary, Treasurer, Senators at-large, and Area Senators. If future voting positions are added, they will vote after Area Senators

### **Zoom Reactions for Voting:**

- After a motion has been made and received a second, the Secretary will type it in the chat.
- Once the discussion is complete, voting members use the Zoom reaction feature to vote.
  - a. Vote “Yes” = Green “Check”
  - b. Vote “No” = Red “X”
  - c. Vote “Abstain” = Raise Hand
  - d. Proxy votes = use chat
    - a. i.e., “Malia Kunst votes yes/no/abstains”
- During a vote, the chat should only be used for proxy votes. If a voting member has a question, they can send a “direct chat” to the C.S. Vice President, who communicate with the C.S. President
- The Secretary or designee will share the tally of votes recorded via Zoom.



### **Other Procedures and Policies**

- **Who can vote**
  - Only officially elected members of the Classified Senate, or a designated proxy, may vote.
    - Discussion, however, is open to all those attending the meeting.
- **Honest Voting and Integrity**
  - Every voting member should vote in accordance with their opinion.
  - Do not engage in behavior that aims to pressure or intimidate others into voting in a certain way. Do not shame others for how they choose to vote.
- **Abstaining From a Vote**
  - To abstain means not to vote at all.

- If a voting member does not cast a vote, i.e., does not physically, verbally, or otherwise indicate their response to a motion, their vote will be recorded as if they had abstained.
- Members should vote if they have an opinion but cannot be compelled to vote.
- **Voting on Matters of Personal Interest**
  - Members should not vote on matters where they have a direct personal or financial interest but cannot be forced to abstain.
- **No Explanation During Voting**
  - Members may not explain their vote during voting; this would constitute debate.
- **Changing a Vote**
  - A member may change their vote until the result of the vote is announced.
    - Afterward, changes require unanimous consent of the voting members, granted immediately without debate.
- **Contesting Election Results**
  - Recounts or revotes may be ordered for votes under certain circumstances such as:
    - Inconclusive results
    - Questions of accuracy
    - Procedural error
  - A motion for a recount or revote must be made immediately after the vote results are announced.
    - The only exceptions would be in the case of a violation of bylaws, voting procedures, or if the voting members unanimously agree.
- **Process for Verifying Votes/ Processing Contested Results**
  - If the chair or voting members of the Classified Senate question or doubt the result of a vote, the vote can be retaken—first as a rising vote, then counted if necessary.
    - A rising vote is a visual estimate based on the number of raised hands.

**These procedures may be altered at any time with the unanimous consent of voting members.**