

## **Memorandum of Understanding: Summer Remote Meetings**

WHEREAS, the Undergraduate Students Association Council at UCLA has voted to allow videoconferencing as a form of attendance at council meetings during the period between Spring quarter and Fall quarter and;

WHEREAS, all participants herein desire to enter into a Memorandum of Understanding setting forth the guidelines to govern summer remote meetings and;

WHEREAS, the guidelines prepared and approved by the council are to be submitted to the USAC website and the Daily Bruin within 48 hours of approval.

### **I) Description of USAC**

The Undergraduate Students Association Council (USAC) is the officially recognized student voice of undergraduate students at UCLA to the campus administration, faculty, and outside community. It is comprised of fifteen offices and commissions and aims to serve the UCLA community through advocacy, education, and programming. Elected by the undergraduate student body, the officers and commissioners of USAC work to enrich the undergraduate experience by bringing relevant issues and programs to the student body.

### **II) Guidelines:**

1. The Undergraduate Students Association will allow members to video conference into its Council meetings between the Spring and Fall quarters under the following circumstances:
  - a. Council members that are videoconferencing in are unable to be physically present at meetings.
  - b. The Chair of each summer meeting of the USAC should be in physical attendance in BVR throughout the duration of each meeting, if no chair is physically present, in order of succession the meeting can be chaired via Video Conference.
  - c. Video conferencing will be done using Video Conference, a free videoconferencing and live stream service, in order to make the live feed of meeting available to students.
    - i. The USAC Live! weekly stream will contain a video of the physical attendees in BVR, as well as those joining the meeting remotely.
    - ii. A projection of the video conference should be maintained at the front of the room when possible.
      1. In the event of projector malfunctioning or the necessity to utilize the projector for another purpose, an additional computer with the video conference should remain visible to the Internal Vice President (or next in line) in order to be monitored throughout the meeting.
    - iii. Video conference should remain connected to the amplified sound throughout the meeting in order to ensure that voices of remote council members are heard.
      1. Noise level should be low for all members who participate remotely.

2. During the video call, members joining the meeting through video conference will not block the camera of the video. Sound should be muted when not speaking.
- iv. The Internal Vice President (or next in line) should constantly check the devices in the meeting to make sure all remote participants have equal opportunity to speak.
- d. Members joining the meeting remotely will be considered full voting members and their attendance will be counted towards quorum between the end of the Spring Quarter and beginning of the Fall Quarter of each year.
    - i. The Chair should take vocal roll call for both signing in and signing out of each meeting.
      1. The Internal Vice President (or next in line) will keep record of attendance at meetings.
    - ii. Attendance of members will only be counted for those who are present for both signing in and signing out roll calls.
      1. In the case of malfunctioning technology in which a member is unable to join the meeting remotely, or loses connection part way through the meeting and is not able to reconnect, this member will be considered absent and their presence will not be counted towards quorum.
        - a. Members of video conferencing will be allowed an absence of 10 minutes before being considered absent.
        - b. In order for attendance to be counted towards quorum, the members must be present for the last 20 minutes of the meeting.
        - c. The Internal Vice President (or next in line) will be responsible for handling technological issues.
    - iii. During voting, the Chair will ask each member for their vote following the order of the sign in sheet, and each member should speak out "Yes", "No" or "Abstain".
    - iv. Council members who are participating remotely should raise their hands when they want to speak.
      1. The Internal Vice President (or next in line) will monitor video and raise hand to indicate that one of the members video conferencing into the meeting would like to speak.
  - e. The USAC reserves the right to change or suspend these guidelines with a majority vote of the Council Members in office.