Zoom Etiquette for GSA Forum meetings

Format:
GSA Forum meetings will be held via Zoom on weeks 3, 6, and 9 of each quarter (with the exception of Fall Quarter, due to Veteran’s Day) from 5:30-7:30pm PST. The AY 2020-2021 GSA Forum Meeting Calendar is available here.

Before the meeting:
You will receive a Google Calendar invite from the Office of the Internal Vice President (VPI Office) with a registration link (this link is also available on the GSA Forum website if you don’t receive the email) Make sure to:

1. RSVP “Yes” to the Google Calendar invite.
2. Register (submit your name, official UCLA email address, and affiliation [academic council]) prior to the first meeting you attend. Upon registering, you will receive an email with the Zoom link for the meeting. This is a recurring meeting so you will use the same link for all of the Forum meetings for this academic year.
3. Add the meetings to your Google Calendar. In this email with the Zoom link, there will be an option to “add to Google Calendar”. This will add all of the GSA Forum meetings for the academic year to your Google Calendar.

Alternatively:
Visit http://gsa.asucla.ucla.edu/forum.html, click on the “RSVP HERE FOR GSA FORUM” and follow the prompts.

4. Submit agenda items to vpi@gsa.asucla.ucla.edu up to seven (7) academic days prior to meeting. Agendas and other supporting documents will be sent out by the IVP Office three (3) academic days prior to each meeting and made available at www.gsa.asucla.ucla.edu.

Entering the meeting:
● There will be a waiting room, and Assistant Director of Administrative Affairs, Julie Le, will let you in after verifying your registration.
● Set your name to: Your first and last name, gender pronouns (Your position) ex. Elyse Brusher, she/her/hers (Director of Administrative Affairs) upon entering the meeting.
● Make sure you are muted.
● You may keep your camera off if you wish.

During the meeting:
● Meetings will be recorded
● General public will be muted.
• IVP Office will be co-hosts, but the chairman will give you access to share your screen, if necessary.
• Private chat will be disabled
• The Director of Administrative Affairs (Elyse Brusher) will record meeting minutes and monitor voting.

**Voting and discussion protocols:**
- Respect [Robert’s Rules of Order](#).
- Indicate your vote via Zoom Poll. Do not respond if you are a non-voting member. See the [GSA Forum website](#) for a chart detailing who is and is not a voting member of Forum.
- Request to be put on stack in the chat. Participants will be allowed to speak in the order these requests are received.
- Remain muted unless recognized by the Forum Chair and Internal Vice President, Musibau Francis Jimoh.
- Please be respectful and let one person talk at a time. Any party who fails to respect these rules will be 1. Warned; 2. Muted; 3. Kicked out of the meeting.

**Accessibility notice:**
Assistance listening devices and/or alternative formats are available upon request. American Sign Language (ASL) interpreters, other auxiliary aids and services, or reasonable modifications to Forum meeting policies and/or procedures, such as to assist members of the disability community who would like to request a disability-related accommodation in addressing the Forum, are available if requested at least five business days prior to the Forum meeting. Later requests will be accommodated to the extent feasible. Please contact the Chair of the Forum at vpi@gsa.asucla.ucla.edu.

**After the meeting:**
After each Forum meeting, minutes will be prepared, which indicate the actions taken by the Forum including the votes, and will be made available on the Graduate Students Association website at [www.gsa.asucla.ucla.edu](http://www.gsa.asucla.ucla.edu) within 7 days after the meeting. This information can be found under the “Forum Meeting Notes” tab of the Graduate Students Association website.

**FAQ:**
- How do I register to attend a GSA Forum meeting?
  - Use this [link](#) (found on the GSA Forum website)
- Will I have to re-register before every GSA Forum meeting?
  - No, you only need to register before the first meeting you attend. Once you do, a Zoom link will be sent to you.
● What kind of information do I have to provide when I register?
  ○ Your name (first and last), official UCLA email address, and affiliation (i.e. your Academic Council).
● When will the link be sent for the following GSA Forum meetings?
  ○ The link you receive after registering will be used for all of the GSA Forum meetings during this academic year.
● Who runs GSA Forum meetings?
  ○ The Vice President Internal Affairs (vpi@gsa.asucla.ucla.edu).
● Where can I find the meeting minutes?
  ○ http://gsa.asucla.ucla.edu/forum.html
● Where can I find the agenda?
  ○ http://gsa.asucla.ucla.edu/forum.html

Still have questions?

Contact the Office of the Internal Vice President:

Musibau Francis Jimoh (vpi@gsa.asucla.ucla.edu)
Sunny Perkins (finance@gsa.asucla.ucla.edu)
Elyse Brusher (administrativeaffairs@gsa.asucla.ucla.edu)
Julie Le (adaa@gsa.asucla.ucla.edu)

Or message us on Slack!