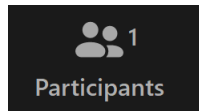


Season 2019/20 AGM Zoom Protocols

To clarify roles for our first Zoom AGM:

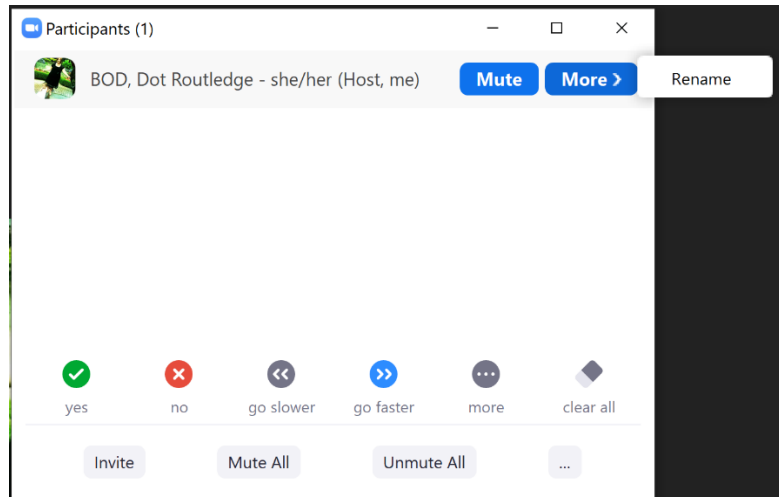
- **Mike Scott** will be the **Meeting Moderator**, will run the Zoom portion, admitting people, removing "Zoom bombers", etc. Zoom Moderator will manage share-screen and progress the ppt;
- **Dot Routledge**, as President, will be the **Meeting Chair**. Dot will chair the meeting as normal, but just doesn't have to run the Zoom component;

1. **Adjust Name:** An Annual General Meeting (AGM) is a legal requirement of the organization, and pre CRA, the organization MUST record the legal name of ALL attendees;



In **Participants**

click on your name, select **Rename**, adjust as directed, select **Done**;



- AGM attendees, please update your Zoom-name, to your REAL/LEGAL name, and:
 - **BOD, Jane Smith**
 - **Mem, John Doe**
 - **Guest, Mary Jones**
 - "Guest" if you are not a registered member of SMT for the 2019/2020 season
 - **NOTE:** If two or more individuals are sharing the same link please indicate in the name: **"Mem, John Green & Mem, Jane Green"** or **"Mem, John Green & Guest, Jane Green"**;

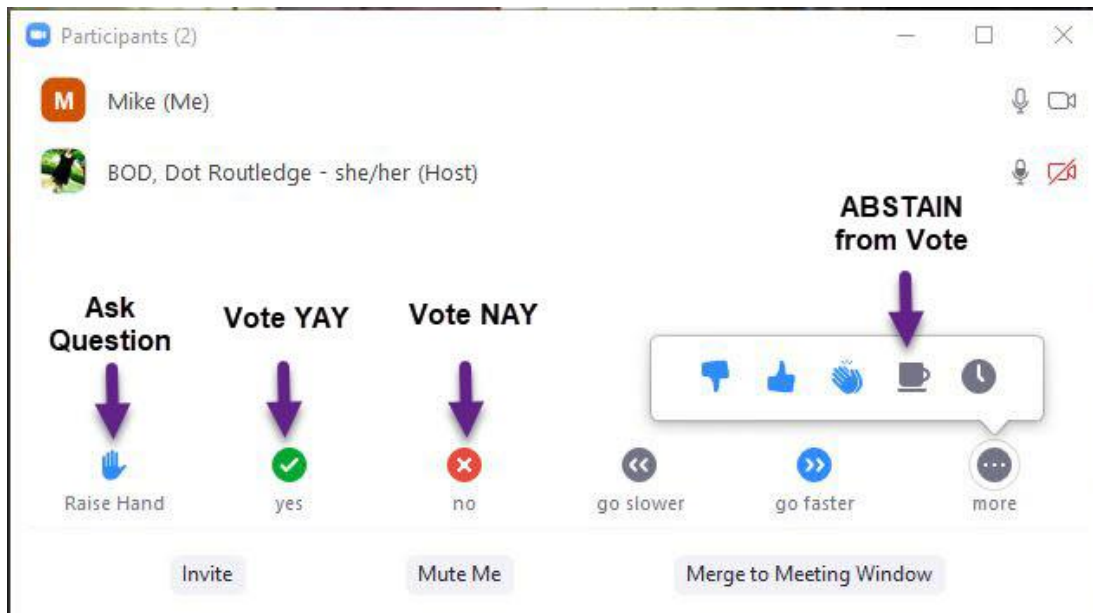
We recommend that members who are attending and who wish to vote, who are in the same household, attend the meeting from separate devices for voting purposes. There is a work around listed in the voting section should this not be possible.

2. **Audio:** Please keep yourself muted if you are not participating in the discussion;
3. **Video:** Remember if you are using a video other participants can see what you are doing;

4. **Motions:** There will be motions to be made during the meeting.
 - **Motions that are part of the Agenda** - will be pre-moved/seconded by BOD members. This is for expediency, and we can then focus on the discussion with all attendees;
 - **Motions that are NOT part of the Agenda** - When a motion is made from the floor, the **Zoom Moderator** stops "share screen" so that **Meeting Chair** can see/call who is moving and seconding;

5. **Discussion of Motions:** Depending on circumstances, we might turn off the share-screen during the discussion, or go back to sharing the screen, if it enhances the discussion.
Pls see #5. Questions/Comments on how to engage in discussion
 - Before moving on from an Agenda-item, the Meeting Chair will ask the phone attendees (as well as other attendees) if they have any questions/comments;

6. **Voting:** Once we have a motion on the table, all members (no guests) are requested to vote on the motion. You may:
 - a. **Yes** - Vote **in favour** of the motion;
 - b. **No** - Vote **against** the motion;
 - c. **Coffee Cup** - **Abstain** against the motion (*found in more ...*);
 - Voting is carried out by selecting **Yes, No, or Abstain** from the **Participants** menu. The chair can count all the Y/N/A ... and discount votes accidentally made by guests;



- For those on the phone, once the **Meeting Moderator** has counted the electronic votes, he will ask the phone attendees how they wish to vote;
- After votes are counted, the **Meeting Moderator** can then eliminate the vote selections;
- **IMPORTANT!!** If **TWO** voting members are sharing a link - please do not use the above "message", but rather use the "Chat" function to indicate your votes. Use Chat to send a message to Moderator - Mike Scott to cast your votes;

7. **Questions/Comments:** During the meeting, you might have questions. Questions or comments for a report, for a discussion, or once a motion is on the table. To advise that you have a question or comment – and thus get on the speaker’s list – you:
- Send a note to the **Meeting Moderator**, saying “I have a question” to be put on the speaker’s list;
 - *Go to **Chat**, select Mike Scott’s name, and type “I have a question/comment”;*
 - Certainly you are allowed to make comments in the Zoom chat ... however to have your comments included in the Zoom meeting, please engage the **Meeting Moderator**;
 - You can also use the Raise Hand option in the Participants panel (*see image above*) and the **Zoom Moderator** will inform the **Meeting Chair** that you have a question and would like to be added to the speaker’s list. Using the chat feature is the better way to engage with the moderator.