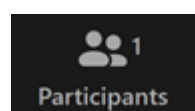


Zoom Moderator - Mike Scott will run the Zoom portion of the meeting. He will manage the screen sharing and PowerPoint presentation;

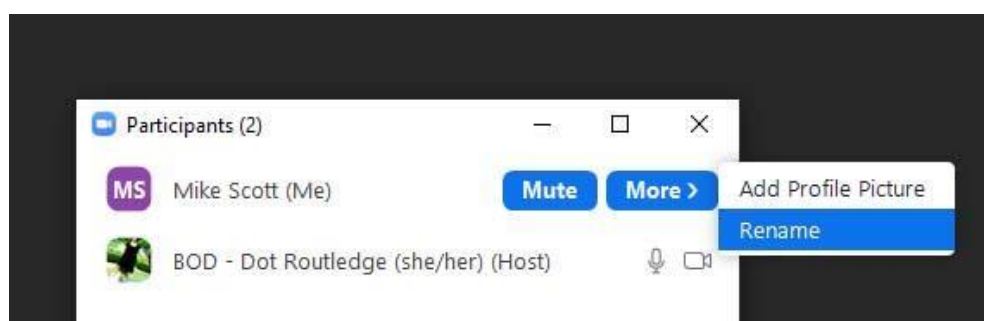
Meeting Chair - Dot Routledge, as President, will chair the meeting as normal, but just doesn't have to run the Zoom component;

1. **Please Adjust Your On-Screen Name (Mandatory):** Because an Annual General Meeting (AGM) is a legal requirement of the organization, and we are required to record the names of all attendees. Please change your name so that we can record who is in attendance and in what role.

Click to open the **Participants** panel ,



Hover your mouse over your name, select **More** and then select **Rename**.



Please update your on-screen name using the following format: Status, Legal Name. See examples below.

While changing your name we would encourage you to include your preferred pronouns. **BOD, Jane Smith (She/They)**

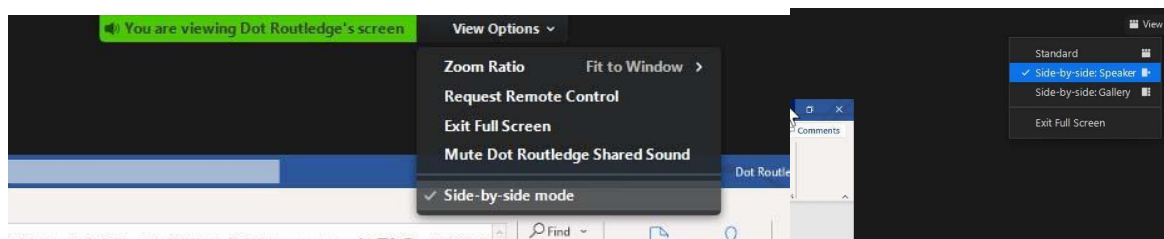
Sample Name Format	Who?	Voting Privileges
BOD, Jane Smith (she/her)	SMT Board of Directors	Can Vote
Mem, John Doe (he/him)	SMT Regular/Life Members	Can Vote
AMem, Billy Doe (they/them)	For SMT Associate Members	Non-Voting
Guest, Mary Jones (her/they)	For anyone attending who is not a registered SMT member for the 2020/21 season	Non-Voting

NOTE: If two or more individuals are using the same device please indicate all names:

Mem, John Green & Mem, Jane Green" or "Mem, John Green & Guest, Jane Green & AMem, Sally Green";

Where possible we recommend that each person attending use a separate device so that each person can vote individually. There is a work around listed in the voting section should this not be possible.

2. **Side-By-Side Screen Viewing:** Once screen sharing starts we recommend setting your view to Side-by-Side Mode so that you can more easily see both the presentation and the person speaking. (View option locations may be different on non-Windows Desktop Zoom)

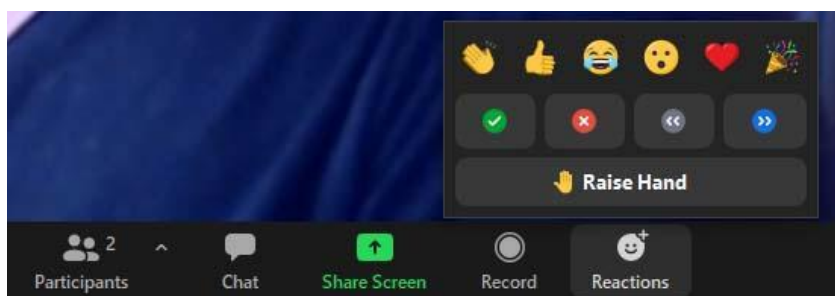


3. **Audio:** Please keep yourself muted when you are not participating in the discussion. The Zoom moderator will mute everyone at the start of the meeting.

4. **Video:** Remember if you are using a video other participants can see what you are doing;

5. **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 participant makes a motion during the meeting, please identify yourself. When the chair calls for a seconder, use the Raise Hand function to second the motion;



6. **Voting:** Voting will be done by poll. (Reminder: Only SMT members registered for the 2020/21 season may vote.)

In the event that poll are close, to ensure that only those who are allowed to vote have done so, we may re-vote by "show of hands". In that case, from the reactions chose:

- Green Checkmark** - Vote in **favour** of the motion;
- Red X** - Vote **against** the motion;
- Blue Fast Forward** - **Abstain** against the motion;

The chair can count the results and discount votes accidentally made by guests;

For either voting method those on the phone will be asked to vote verbally once the on screen votes have been made;

IMPORTANT!! If **two or more** voting members are using the same device the first member can vote as above. The additional members will be asked to vote verbally when phone participants vote.

8. **Questions/Comments:** During discussion to be added to the speaker's list please use the Raise Hand function and you will be called on in order for comments. Phone participants are asked to verbally ask to be added to the speaker's list and the zoom moderator will call on you for your full comments in turn.