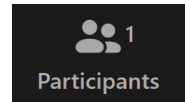


## Key Roles

- **Zoom Moderator - Mike Scott** will run the Zoom portion of the meeting. He will manage the screen sharing and PowerPoint presentation.
- **Meeting Chair – Rhoda Silzer**, as President, will chair the meeting

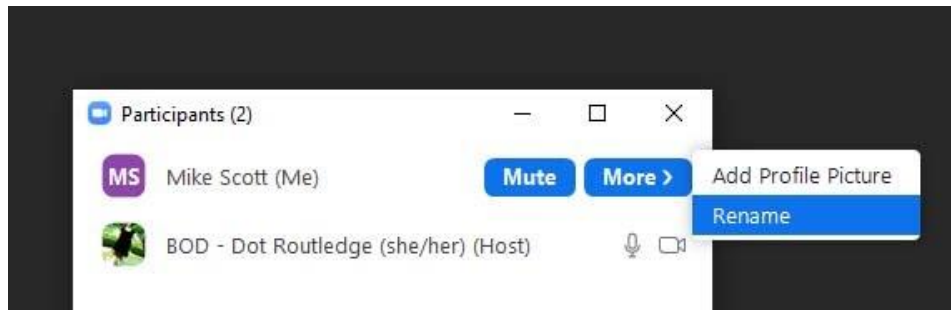
## Guidelines

- **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 legal 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**.



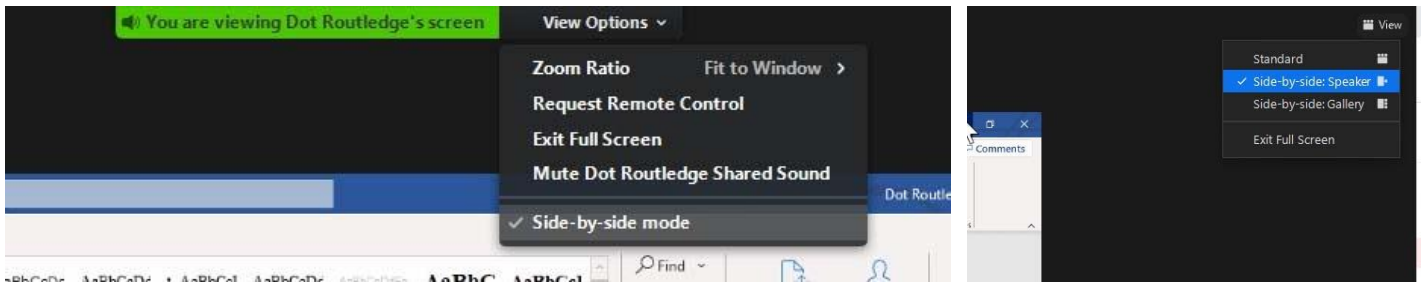
Please update your on-screen name to TS Status, Legal Name. See examples below.

We also encourage you to include your preferred pronouns. **BOD, Jane Smith (She/They)**

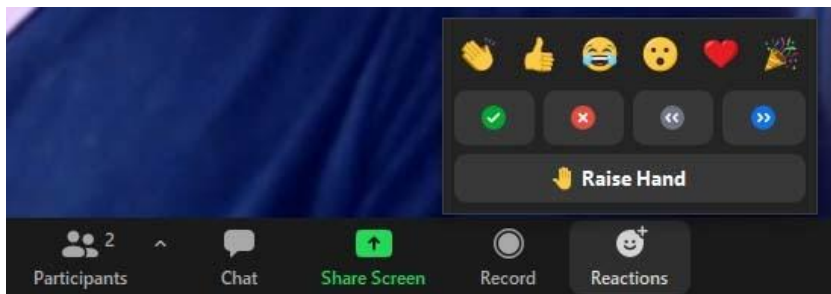
Sample Format	Who are you?	Voting Privileges
<b>BOD, Jane Smith (she/her)</b>	TS Board of Directors	Voting
<b>Mem, John Doe (he/him)</b>	TS 2020/2021 Members. If you are a 2020-2021 Member of Scarborough Music Theatre, Scarborough Players or Scarborough Theatre Guild, you are also a member of Theatre Scarborough.	Voting
<b>Guest, Mary Jones (her/they)</b>	For anyone attending who is not a registered TS member for the 2020/21 season	Non-Voting
<b>Mem, John Green &amp; Mem, Jane Green</b> <b>Mem, John Green &amp; Guest, Jane Green &amp; AMem, Sally Green</b>	For two or more individuals who are using the same device please indicate all names	

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.

- **Side-By-Side Screen Viewing (Optional):** 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)



- **Audio (Mandatory):** Please keep yourself muted when you are not participating in the discussion. The Zoom moderator will mute everyone at the start of the meeting.
- **Video (Optional):** Remember if you are using video other participants can see what you are doing!
- **Motions (Mandatory):** There will be motions to be made during the meeting. They will work as follows:
  - **Motions on Agenda** - will be pre-moved/seconded by BOD members. This is for expediency, to allow more time for discussion with attendees.
  - **Motions from the floor** - If a participant makes a motion from the floor that is not on the agenda, they must identify themselves. When the chair calls for a seconder, participants can use the Raise Hand function to second the motion.



- **Voting (Mandatory):** Voting will be done via Zoom poll. Reminder: Only TS members registered for the 2020/21 season may vote.  
 In the event that a motion is made from the floor or the results of a poll vote are within a few vote margin, 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 menu chose one of the following to cast a vote:
  - **Green Checkmark** - Vote **in favour** of the motion;
  - **Red X** - Vote **against** the motion;
  - **Blue Fast Forward** - **Abstain** against the motion;
- The chair and moderator will count the results and discount votes 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.
- **Questions/Comments (Mandatory):** During discussion to be added to the speaker’s list please use the Raise Hand option in the Reactions menu 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.