



HOW TO PARTICIPATE IN THE 2021 ANNUAL GENERAL MEETING (AGM) VIA ZOOM

1. Register for the meeting

The AGM Zoom meeting takes place on November 23, 2021 at 7:00 pm. Members are asked to register to participate in the meeting, any time between November 9, 2021 and 5:00pm on November 23, 2021 by emailing Zoom host Janette Brown at janettebrown@shaw.ca

After you register, you will receive a confirmation email with the link to join the meeting on November 23, 2021. This email will be sent approximately two days prior to the meeting. **We are asking members to start signing in for the Zoom meeting at 6:30 pm. If you have NOT registered in advance you will NOT be able to participate.**

A quorum of 25 memberships is needed for the AGM to proceed so we encourage you to participate.

There will be no social time before the meeting but social time will be available after the meeting. **After signing in, you will be muted and your video turned off for the entire meeting unless you are a presenter or asking a question.**

2. Please familiarize yourself with Zoom before the meeting.

We encourage you to become familiar with your device's interface with Zoom before the AGM since the placement of Zoom features varies across devices and platforms. **Please be familiar with changing to speaker view, how to mute / unmute, turn video on/off, location of the Reactions and how to use them such as raising hand, using yes or no. Note that 'Chat' will NOT be used during the AGM.**

You can find more information about using Zoom at:
<https://support.zoom.us/hc/en-us/articles/201362193>

3. There will be Zoom voting (polling).

Special Resolutions, Ordinary Resolutions and other motions relating to AGM business will be voted on during the meeting using the Zoom polling feature, which will be explained before the voting starts. As there is one Special Resolution, Proxy voting is permitted for this vote only. You must attend to vote on all other motions and Ordinary Resolutions. **Only one vote will be allowed per regular membership; if 2 members register separately for the meeting please advise which member will be voting.**

4. Proxy Forms

You will be able to print the Proxy Form from the attachment in the Notice of Annual General Meeting. If you are unable to attend this meeting via Zoom you are able to sign and take a picture (or scan) of your Proxy Form and email it to **secretary@scyc.ca** no later than 7pm on November 22, 2021 (24 hours in advance of the meeting). Note that the Proxy Form is used ONLY for the Special Resolution.

5. Questions before and during the meeting

In an effort to move the meeting along, we are encouraging members to ask questions in advance of the AGM so that we can respond to you prior to the meeting. You can direct questions to the Commodore by email at commodore@scyc.ca

Questions may also be asked at the AGM, which is particularly important during motions. **If you have a question please raise a 'virtual hand' via Reactions. Note that the Chat function is NOT available. It is important that the co-host recognize your 'virtual hand' before you ask a question.** The co-host will then unmute you. **Under Robert's Rules, a second question must wait until every member has had an opportunity to ask a first question.**

6. Questions regarding the process should be directed to the Zoom host, Janette Brown, at janettebrown@shaw.ca prior to November 23rd.

We look forward to seeing you there!
Your SCYC Executive