

Procedures for Virtual Participation

All participants will be registered for the meeting and a unique email will be sent to you with a Zoom link. If you are a Voting Delegate, you will have been logged in as such with a “D” next to your name. Only the individuals who are Delegates from their Voting Member organization can make a motion or pass a motion or participate in the election. However, all of our Members, Friends and Associates are welcome to comment or ask questions during the meeting.

Questions:

To ask questions or make comments, you may use the **raise hand** function and **only unmute yourself when you are called upon**. You can find the Raise Hand button under “Participants”. You may also ask questions through the **chat box** and these will be read aloud by the moderator.

Motions:

For Voting Delegates, to make or second a motion, **please type “M” to motion, or “S” to second into the chat box** and the first delegate to do so will be acknowledged. After each motion, the moderator will repeat this information for our Chair and Recording Secretary so that minutes can be accurately captured.

M = Motion

S = Second

Y = In favour, Yes

Discussion: when discussion is called for by the Chair, anyone may raise a hand, or comment in the chat box which will be read aloud by the moderator.

O = Opposed

A = Abstained

Voting/Election:

During the election, non-voting delegates will be removed briefly from the meeting and placed in the waiting room. **Only Voting Delegates at this time will see the election poll on screen and will be invited to participate/cast their ballot.** Once the poll is closed, and we have a result, all attendees will be let back into the meeting.

Tech Support:

If anyone has any questions throughout the meeting regarding process or technical issues, please chat directly to “Tech Support” in the chat box, not to the “Host” or “Everyone”.

As virtual meetings are new to many of us, we will do our best to make this meeting run as smoothly as possible.

For Best viewing/participation:

- Join Zoom via the desktop app or your browser.
- Make sure you are muted with no video.
- Click on “Participants” at the bottom to open the list of meeting participants, including yourself. This is where you will find the “raise hand” function and other controls including mute/unmute if you wish to ask a question aloud.
- Click on “Chat” at the bottom to open the chat window. If you are a Voting Delegate, we recommend you leave this window open for easy access to passing motions, asking questions, etc.