

## Virtual Participation in the AGM (via Zoom)

You will be sent a separate email with a link to join the Zoom meeting. Click here to [download the Zoom app now](#) to have the best user experience.

### 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 “Everyone”). Please join the meeting early to work through any technical issues.

### Questions during the meeting:

To ask questions or make comments during the meeting, 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** to “**Everyone**” and these will be read aloud by the Chair/moderator.

### Motions:

**To Move or Second a motion, please unmute yourself and identify your name.** After each motion, the Chair will repeat this information for the Recording Secretary so that minutes can be accurately captured.

**Once a motion is seconded, discussion will be called by the Chair.** When discussion is called, anyone may raise a hand, or comment in the chat box which will be read aloud by the Chair/moderator.

**To pass the motion, a poll will appear on screen and you will be asked to participate by selecting: Yes, No, Opposed or Abstained.**

The results of each motion poll will be shared with the Recording Secretary so that the minutes can be accurately captured.

### Election:

When it comes times for the election, you will be sent an email with your Ballot. **You will need to navigate to your email inbox at this time** (you can open a new browser and do not need to close or leave Zoom to do this). Open the email titled “Election Ballot”. Click on the link in this email and cast your vote.

## For Best viewing/participation:

- [Download the Zoom App](#) prior to the meeting.
- Only unmute yourself when called upon for questions or comments.
- Click on “Participants” at the bottom of the Zoom screen 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.
- Click on “Chat” at the bottom to open the chat window. Chat to “Everyone” if you have questions for the group. Or chat to “Tech Support” with technical issue.

This is what Zoom will look like from the Desktop App.

