

AUC 2023 Annual General Meeting Zoom Meeting Protocols

General:

- Before the meeting, check that you have the latest version of Zoom to ensure that you have the up-to-date features for your use. Download the latest version if you do not already have it on your device.
- To ensure that the meeting proceeds in an orderly and expeditious manner, participants are kindly requested to observe the following protocols.
- For most of the meeting, you will likely be listening to the presentations. During this time, please keep your audio on mute unless you are recognized by the Chair to speak.
- You may want to click on “speaker” view so that the screen that will always be in front of you will be that of whomever is speaking.
- Open the “Reactions” and “Chat” boxes on the bottom toolbar as you will need them open to vote and be recognized to speak during the meeting.
- The closed captioning feature in Zoom will also be available for those you may wish to view subtitles on the screen to supplement the audio. To activate the closed captioning, click the “CC (show captions)” box on the bottom toolbar.
- If you are using an iPad, the boxes can be found by clicking on “More” in the top right hand corner of the screen.
- Rev. Andy will be displaying the various motions and presentations during the meeting and announcing the vote results.
- Joyce Hagarty will be monitoring the Chat box for vote results, questions and requests for assistance.
- Nancy Kerswill will be monitoring the participants’ screens for questions and vote results.
- Please hold any questions until the end of each presentation.

Speaking:

- If you wish to speak or ask a question, click on the “Raise Hand” in the “Reactions”.
- If you are on the telephone and wish to speak or ask a question, enter *9 on your phone. You will hear a message: “The house will be informed that you would like to speak”. This same message will be heard when you enter *9 to vote.

Voting:

- **Movers/Seconders:** Movers and seconders have been pre-identified for all motions to maintain the pace of the meeting.
- **Motions:** As was done at last year’s AGM, motions on like topics have been grouped into “omnibus” motions to expedite the voting process.
- **Computer:** If you are on the computer, you will vote on the motions by clicking either the “yes” (green checkmark) or “no” (red X) button in the Reactions box or by entering “abstain” in the chat box to Joyce Hagarty.
- **Computer Screen Sharing:** If you are sharing a computer screen, one may vote using the Reactions and one may vote by entering “yes”, “no” or “abstain” in the Chat box to Joyce Hagarty.
- **Telephone:** If you are on the telephone, you may vote by entering *9.
- In all cases, wait for the Chair to say “please vote now” before casting your vote
- The following script will be read to call the vote on the motions:

**Moved by _____ Seconded by _____ that
_____.**

Chair: If you are on a computer, please vote “yes” or “no”. If you are sharing a screen, one of you may vote by typing “yes” or “no” in the Chat box to Joyce Hagarty. If you wish to abstain, please enter “abstain” in the Chat box to Joyce Hagarty. Please vote now.

Rev. Andy: Votes are counted.

Chair: If you are on the telephone and wish to vote yes - please press *9 now.

Rev. Andy: Votes are counted.

Chair: If you are on the telephone and wish to vote no - please press *9 now.

Rev. Andy: Votes are counted.

Chair: If you are on the telephone and wish to abstain - please press *9 now.

Rev. Andy: The majority of votes have been cast in favour/against the motion with ___ abstenions.

Chair: Motion is approved/defeated.

Updated March, 2023