SOFTBALL BC
ANNUAL GENERAL MEETING
OCTOBER 24, 2020 | 2:00 PM
by Zoom Video Meeting

ATTENDANCE & VOTING INSTRUCTIONS

Please review the following <u>in advance</u> of the meeting

How to Use Zoom:
Zoom is a web-based video conferencing tool that is used for online meetings. Participants will receive a Zoom web link that will allow them to access to join the online meeting. Participants should have their computer microphone and audio enabled, and a video camera so that other participants can see them on the call (recent laptop computers include a built-in camera). For those that are new to Zoom, here is a helpful video tutorial that we encourage you to watch:
https://www.youtube.com/watch?v=9isp3qPeQ0E

AGM Zoom Meeting Link and Dry Run:
The Zoom Meeting Link will be sent to all Voting Delegates on Friday October 23, 2020. A Run Through of the procedure will take place on Thursday October 22nd at 6:00 pm. This dry run will provide Voting Delegates and Attendees an overview of the procedures that will be used during the actual Annual General Meeting. Attendance is highly recommended. The Zoom invite for the Dry Run will be sent out the morning of October 22nd.

Please Be on Time:
The Zoom meeting room for the AGM will open at **1:30 PM PST** (you will initially be placed in the waiting room) and the AGM will begin promptly at **2:00 pm PST** with participants being admitted to the main room shortly beforehand. It is recommended that attendees plan to arrive no later **than 1:45 PM** in order to ensure the meeting can start on time and that voting members are confirmed as being in attendance.

Voting Delegates:
Only registered Voting Members who complete and submit the AGM Registration Form will be included in the voting list and entitled to vote.

Changes to the voting list will not be accommodated after the establishment of quorum. Upon the establishment of quorum, the only change to the list will be to remove voting members who are not present at the meeting. Late Voting Delegates will not be eligible to vote.

Be Prepared to Identify Yourself:
Members **must identify themselves, their District and their Voting Position.** The best way to do this is to have your first and last name and your District set-up on your account (Zoom video screen) as you enter the meeting. You can do so by clicking on the 'three dots' in the top right corner of your Zoom video screen and selecting the 'rename' option. You may be asked to verbally identify yourself so please listen for your name.

Quorum Will Finalize the Voting List:

As quorum is established, the list of all Voting Delegates in attendance will be updated to reflect *actual voting members present* (note that all members are required to register in advance and be present in the meeting). Once completed, the voting list is finalized and will not be altered.
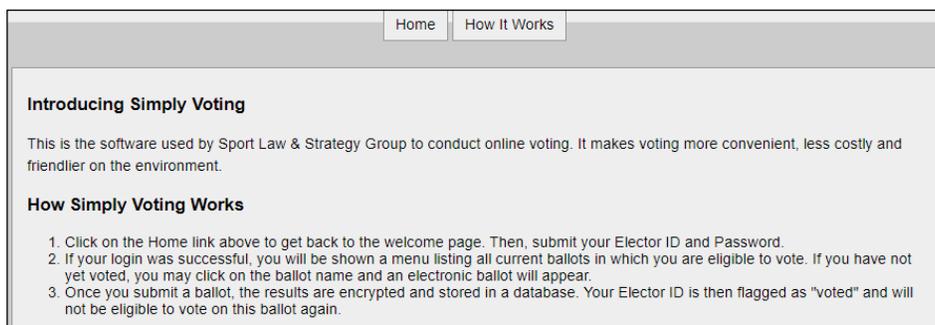
How to Vote:

Registered voting members will receive an email **each time** a motion is launched. *This will happen in real-time*. The email will be sent to the address you used to register for the AGM. The emails you receive will include an elector ID and a unique password **for each voting event.**

NOTE: the password used for any 'test' voting event is not valid for AGM voting.
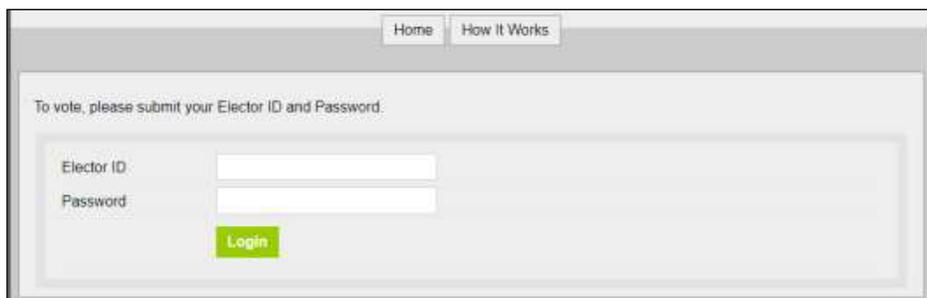
Voting Members must be prepared to access their email during the AGM, and enter the ID and unique password on the following website to register for each vote: slsg.simplyvoting.com

The most straight forward way to attend this meeting is using a desktop computer and web browser.
If you wish to avoid switching screens, it is recommended that Voting Members have the above website (slsg.simplyvoting.com) pre-loaded on a separate device or in a separate window (recommend you use a smartphone or tablet for Meeting attendance via Zoom and use your computer for voting).

Important Tip: After the first voting event, voters can regularly 'refresh' the webpage to see their own voting results (Past Ballot *Receipts*) or the result of the previous member votes (posted under '*Past Ballots*' near the bottom of the screen).

Voting Issues:

If any Voting Delegates experience technical difficulties issuing their vote via the Simply Voting platform, the SLSG representative will assist those Voting Members and provide instructions on how to provide their vote. SLSG will ensure that all votes are collected and counted toward the vote result.

RULES OF PROCEDURE

Please review the following <u>in advance</u> of the meeting

Voting Delegates are required to follow these rules of procedure.

Recognition:
Any Voting Member wishing to speak shall address the Chair (use: 'Chair', or 'Mr/Madam Chair') and identify himself/herself by **full name and district.**

For an online meeting, this may be achieved by one of the following methods:

1. **Raise Hand:** Click the 'Raise Hand' button. This button is found within the **Participants** window (hover a computer mouse usually at the bottom/centre of the screen) and below the list of attendees. Once you have pressed the button, the 'Raise Hand' icon will show next to your name. *Please wait to be recognized by the Chair, then unmute yourself* – you can also 'lower' your hand by pressing on the button again if you no longer wish to speak, or you have concluded;
2. **Phone Raise Hand:** For any members who are participating through the teleconference option only (dialing in), you can 'raise' and 'lower' your hand by pressing Star-9 on your phone.
3. **Verbally:** By verbally requesting recognition by the Chair (once all raised hands are addressed); this is achieved by 'unmuting' their microphone and requesting recognition, *only when the floor is available and there are no other participants speaking*.
4. **Re-Muting:** When you are finished speaking, please remember to 're-mute' yourself.
5. **Phone Mute & Unmute:** For any members who are participating through the teleconference option only (dialing in), you can mute and unmute yourself by pressing Star-6 on your phone and you can 'raise' and 'lower' your hand by pressing Star-9 on your phone.

Motions:
1. **Who Can Make a Motion:** Motions shall be made and seconded **verbally** only by Voting Members. For the purposes of an online meeting, those moving and seconding motions must be clearly recognized by **full name** by the Chair to ensure the proper recording of business.
2. **Motions in Writing:** To ensure accuracy, the Chair may request that a procedural motion or an amendment be presented **in writing** (i.e. via the CHAT function). For the purposes of an online meeting, signatures are waived via verbal confirmation of the Voting Members who moved and seconded the motion.

3. **Who can Discuss a Motion:** Any member may speak to a motion, ask questions about it, or take part in discussion. *They **must first be clearly recognized by the Chair and must avoid speaking over others***. All remarks and questions shall be addressed through the Chair.
4. **Stay on Topic:** Speakers shall confine remarks to the motion under discussion.
5. **No New Formal Motions:** Any motion that is not relevant to the business of the agenda is out of order and will not be entertained as those would be outside the scope of the notice.

Debate:

Debate shall be **limited to one minute** for each speaker. **No member may speak more than twice to the same question**, *except* by consent of the Chair, or granted by the members via a 2/3 vote without debate.

A **maximum of ten minutes will be allowed for discussion** on each resolution unless extended via member request and approval by the Chair, or at the Chair's discretion.

Be respectful when speaking and **avoid inflammatory comments or disruptive behaviour**. *The Chair reserves the right to mute participants or potentially dismiss them from the meeting* if their behaviour is unruly.

Voting:

For the purposes of an online meeting, voting will be conducted as outlined in the *Attendance & Voting Instructions* document that has been sent to Voting Delegates.
1. **Voting Options:** The motion and the voting options will be shared via an email to all voting members, and the voting platform will indicate:

   Motion XXXX
   a. **In favour**
   b. **Opposed**
   c. **Abstain from voting**
2. **Electronic Vote Process:** Members will be afforded several minutes to vote on the motion and the voting scrutineer will monitor the incoming votes to ensure that all votes are collected. At the conclusion of a reasonable time period or confirmation of all votes by the voting scrutineer, the voting poll will close. Voting members who are only able to participate through the teleconference option (if applicable) will be provided with the opportunity to provide their vote. Note that once the voting poll is closed by the administrator, it cannot be reopened.
3. **Voting Results:** The results of the online voting poll will be shared with the membership at the following link: **slsg.simplyvoting.com**. Voting members can regularly refresh this webpage to see vote results and participate in new voting events.
4. **Technical Difficulties:** In the event that technical difficulties arise, voting may be conducted via roll call and the Chair will outline the voting process for a roll call if required.

The rules expressed herein are of a summary nature only and their application and interpretation shall be decided by the Chair of the Annual General Meeting in his/her sole discretion.