

## **The Club AGM on 24<sup>th</sup> March 2021 at 8pm by Zoom**

As this will be our first AGM by Zoom, we are providing some notes to help the meeting flow, based on the experience of other clubs that have run their AGM by Zoom.

### **Joining the meeting**

When you click on the meeting link, you will wait to be admitted into the meeting. The meeting will open from 7.30pm to allow time to iron out the inevitable technical issues.

If you have problems joining the meeting, please call Doug Gibson on 07913 891093.

When you join, you will be automatically muted. Please stay muted unless you are speaking otherwise there will be distortion and background noise that diminishes the sound quality.

You can leave your video on. The 3 main speakers at the AGM will be spotlighted so, unfortunately, their images will dominate your screen.

### **Resolutions and voting**

The Chair will ask for a member to propose and second a resolution. Rather than asking for people to speak, we are asking that we use some of the Zoom functions, either "Raise Hand" or "chat" to propose / second a resolution.

We will also use the polling function in Zoom to vote on resolutions.

### **Questions**

In order to limit the meeting's length, we have asked that questions on any of the papers be submitted in advance by email to [comms@kdrc.info](mailto:comms@kdrc.info) to be received 72 hours before the start of the meeting. Answers will be provided at the meeting and members may request clarification on those answers using the "Raise Hand" or chat function.

### **Using the "Raise Hand", chat and voting functions in Zoom.**

If you wish to propose or second a resolution at the meeting or clarify an answer at the meeting, please:

- Raise your hand using the "Raise Hand" function in Zoom
- Lower your hand once you have started speaking using the "Lower Hand" function in Zoom

Alternatively, you can use the chat function.

You will be asked to vote on a resolution. A question will appear on your screen and please indicate your views (normally YES, NO or ABSTAIN)

These functions are described in the video at [https://youtu.be/5yh\\_KHhxiY0](https://youtu.be/5yh_KHhxiY0)

### **Guidelines for the meeting**

- Please respect the views of others
- Please do not overtalk other contributors
- Best practice indicates that 1 hour is the optimum maximum length for a Zoom meeting with lots of participants. Please try not to prolong the meeting

### **Recording**

The meeting will be recorded to aid the compilation of the minutes and the recording will be destroyed once this task is complete.