Instructions for Zoom to go out to members

Dear Member

As you know our AGM this year is being held on Zoom and by now most of you are familiar with the workings of a Zoom meeting. However to ensure the AGM runs smoothly the following are a few simple instructions which we would like to you to follow and which will enable everyone to hear what is going on.

You will receive a link for the meeting by e mail a couple of days before.

When you enter the meeting you will be muted and will remain so unless requested to unmute by the Chair.

Please take time to check where your Mute/Unmute Button, your chat button and your reaction button is on your device. Please don’t unmute unless asked as any sound (dog barking, chat between yourselves etc) is picked up and interrupts the meeting.

You should have submitted any questions on the Agenda items to the Secretary by e mail prior to the meeting. These will be answered as the meeting progresses. If you require further clarification you should use the Chat facility. This can be found at the bottom of your screen on a PC but may be elsewhere on a pad or laptop. Click on Chat and type in your question. The Chair will then put the question to the appropriate Committee member

There will be a need to vote on some items. For this a voting form will appear on your screen with the proposal and three options, For, Against and Abstain. Click on one option. If you have family membership and are entitled to a second vote and it is different to the first member raise your hand using the reactions button. Under reactions you will have an option of “Raise Hand” – click on this and the Chair will see you raising your hand. Otherwise it will be taken that both family members are voting the same way.

AOB There will not be any AOB as items should have been submitted beforehand