

## 2022 Annual General Meeting (AGM) Zoom Instructions & Virtual AGM Rules of Order

We will be using Zoom for our Annual General Meeting. To set up for an optimal experience, please note the following instructions:

### 1) Technical Requirements & Responsibilities

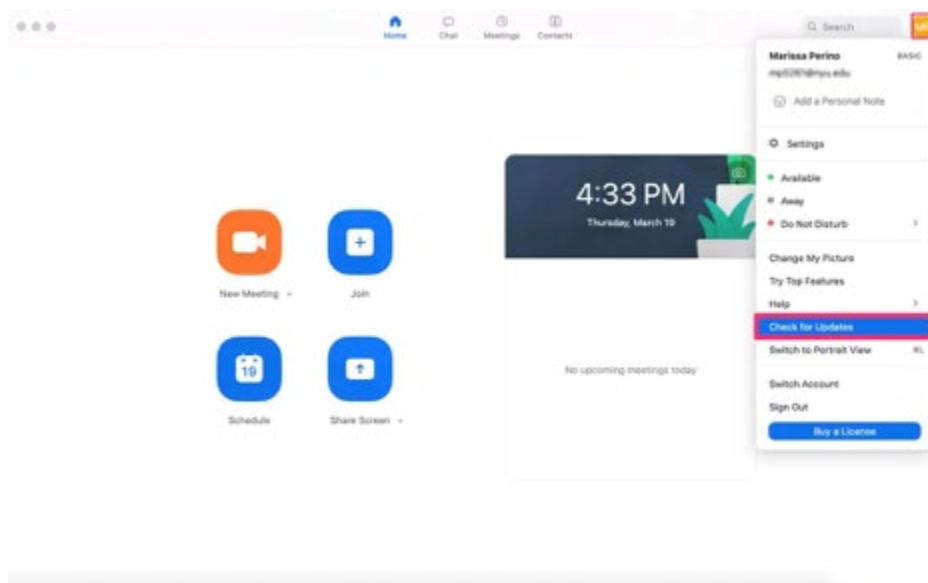
To ensure the best possible experience, you will need to use the Zoom app on a computer or smart device (i.e. iPad, smartphone). The Zoom application (Zoom Client for Meetings) can be downloaded here: <https://zoom.us/download>.

You will not be able to participate in votes using Zoom polls if you only dial in to the meeting using a phone.

### 2) Update Zoom

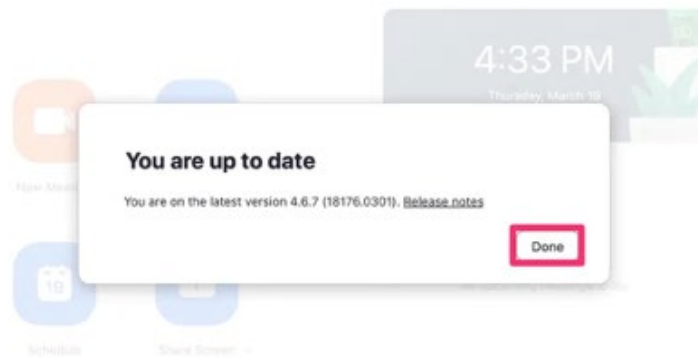
To ensure your ability to fully participate, please update your Zoom app prior to joining the AGM by following these steps:

1. Open the Zoom app on your Mac or PC.
2. Click on your profile picture in the top-right corner. If you haven't uploaded a photo, the icon will appear as your initials inside a coloured square.
3. Select "Check for updates" from the dropdown menu.
  - If you are up-to-date with your app version, a pop-up will appear to tell you so.
  - If you are due for an update, Zoom will automatically begin to update your app and you'll momentarily be unable to start or join calls.



## **BCSLA AGM ZOOM INSTRUCTIONS & RULES OF ORDER (CONTINUED)**

4. Click "Done" to close the pop-up.



### **3) Renaming**

Only voting members are eligible to vote in the meeting. Therefore, participants will be asked to ensure that their proper name is displayed, and non-voting members will be asked to rename themselves with an asterisk (\*) in front of their name. We will be helping those who need assistance and instructions will be provided in the meeting as to how to do this. Staff will confirm whether the voting list is valid and will correct any errors.

### **4) Voting**

Voting at the AGM will be conducted in Zoom using either the Raise Hand tool or Polls. Instructions will be provided in the meeting on how to vote and a practice vote will be held in advance of actual voting.

### **5) Practice Session**

You will have an opportunity to test your equipment and connection by joining the AGM early. We will open the Zoom link at 9:30 am PDT and assist you as much as possible, but please note that you are responsible for your own equipment and connections to participate.

## **Virtual AGM Rules of Order**

1. **QUORUM:** The presence of a quorum will be established and announced by the chair based on the number of connected voting members.
2. **TECHNICAL REQUIREMENTS AND MALFUNCTIONS:** Each attendee is responsible for their own electronic connection; no action will be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented them from participating.
3. **IDENTIFICATION:** Attendees will ensure they are properly identified and non-voting attendees will put an asterisk (\*) in front of their name.
4. **MUTING:** Attendees may only unmute themselves once recognized by the chair.
5. **ASSIGNMENT OF THE FLOOR:** To seek recognition by the chair, a member must use the Raise Hand tool. The chair will allow a member to unmute once recognized.
6. **INTERRUPTING MOTIONS:** Members wishing to make the interrupting motions Point of Order and Appeal from the Decision of the Chair, must use the Red X reaction or directly message the Chair.
7. **IDENTIFICATION OF SPEAKER:** When recognized by the chair, members will state their name and purpose for being recognized.
8. **DEBATE:** A member may speak no more than twice, for no more than two minutes each time, on a debatable motion.
9. **VOTING:** Voting for the election of the Directors and Special Resolutions will use the Poll tool. Non-voting attendees will be moved to a break-out room during such votes. The anonymous option will be turned on for the election votes. All other votes may be taken using the Raise Hand tool, Yes/No reactions or Polls, unless a secret ballot vote is requested and approved by a majority of those present and entitled to vote, in which case a Poll with the anonymous option turned on will be used.
10. **NOMINEES' SPEECHES:** At the close of nominations, each nominee (or a designee) will have two minutes for remarks. Nominees will speak in the order of their last names in alphabetical order.