

# LRNSC AGM Sunday 17th SEPTEMBER 2023 at 10:00

## Instructions/Procedures For Participants

### **1. Introduction**

The AGM will take place in person and via Zoom. This document explains the procedures for the meeting, how to join and vote if attending by Zoom, and how votes will be taken.

### **2. General AGM procedures**

The AGM will start promptly at **10:00**.

For Committee reports, officers will give a short presentation of their report and then answer any questions. You are encouraged, therefore, to read all reports before the meeting.

When AGM motions are discussed, the proposer will present the motion and then the floor will be opened for comments. Participants will, according to the Constitution, be limited to one intervention. If you share the opinion of someone who has already spoken, you may intervene by simply agreeing with an earlier speaker. Voting on motions is explained below.

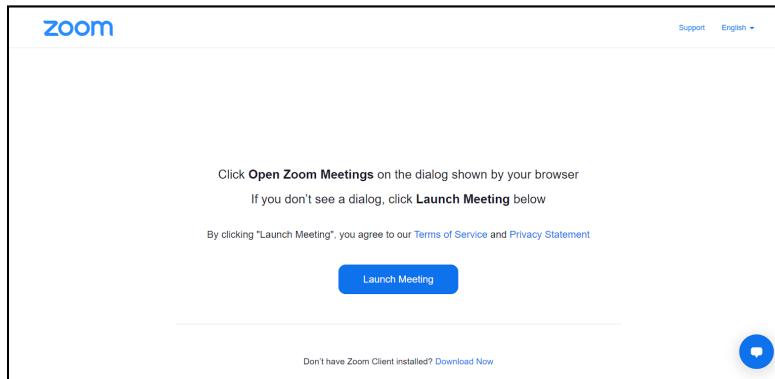
The re-election of Committee members will be done in one single vote, unless you wish individual votes for each officer. In the latter case, please request this before or during the meeting.

Please note: In order to avoid wasting paper, reduce carbon footprint, etc. **no** printed copies of the Agenda or other AGM documents (eg. committee reports) will be provided. Relevant documents will be shared when required on the Zoom screen for Zoom participants and via the TV in the meeting room for Hillingdon attendees. Any participant wanting a paper copy should print their own from the Club website at: "<https://londonnordic.org.uk/2023-agm-documents/>"

### **3. Joining the AGM by Zoom**

Join the meeting by clicking the meeting link (which will be emailed out to you if you will attend by Zoom). You do not need to already have a Zoom Account, nor to set one up.

You are advised to start getting your device (laptop, phone, etc.) ready/set up 10 minutes before the official start time of **10:00**; the meeting will be active by then. However, you can still join at any time after the AGM has officially started. When clicking on the link, the following screen (see next page) should appear, provided that you don't try to connect before the link is active:



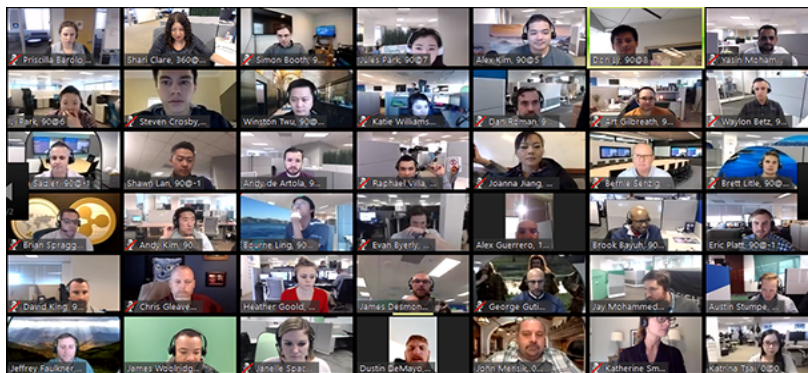
If you do not have Zoom installed on your device, click the [Download Now](#) link. Click on [Launch Meeting](#) which will take you to the meeting. If invited, in a small box, to [Open Zoom meetings](#), click to do so.

On most devices, you will need to click "Join Audio", "Join with Computer Audio", or "Audio" to access the audio settings.

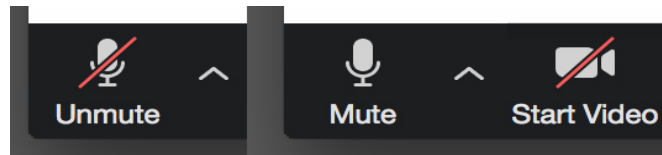
You do not need a webcam to join the Zoom AGM Meeting. You will continue to be able to listen (and speak), and vote, and view the webcam video of other participants.

*For more instructions on using Zoom, see [Frequently asked questions – Zoom Support](#)*

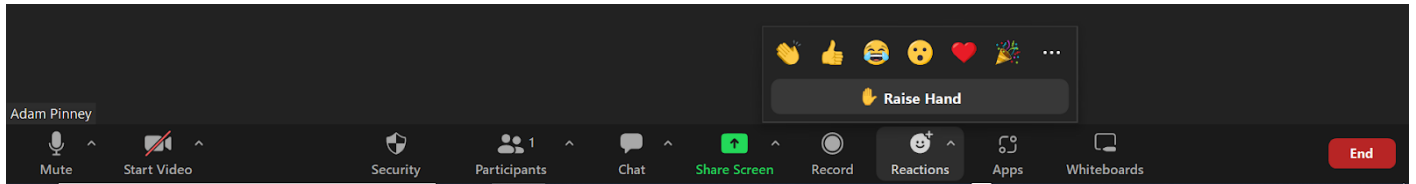
We recommend that you set your view to "**Gallery View**" (click on the icon at top-right). This lets you see thumbnail displays of participants in a grid pattern (see below), which expands and contracts as participants join and leave the meeting. We also advise you to set your volume to an appropriate level.



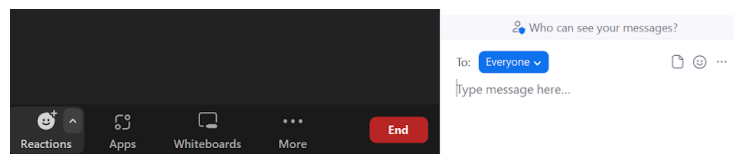
Participants will join with their **Microphones** set to "Mute" - please only "unmute" if and when asked to speak by the Chair. This can be done by clicking on the microphone icon (usually in the bottom left of the Zoom Meeting screen), it appears with a diagonal red line (see picture below). This will help ensure that the meeting isn't drowned out by background noise from 30+ microphones! To be viewable by others via your web/phone cam, click on the **Start Video** icon so that it doesn't have a red line.



*Asking questions or commenting:* if you wish to ask a question or contribute to a discussion, we ask you to “Raise your hand”. Click on “Reactions” then “Raise hand”. The Chair will see this and will invite you to comment.



Alternatively, you can ask a question or make a comment using the “Chat” function: tap on the Chat speech-bubble icon along the bottom of the screen (on some devices it may appear under “More...”). Once in the “Chat” screen (see below), type your question in the “Type your message here...” box at the bottom. Please be as brief as possible and **please add your name.**



As far as possible, you will be asked to speak in order; the Chair reserves the right to combine similar questions into one. When you are asked to speak, **remember to “unmute” your mic!** Once you have spoken, please “lower” your hand by clicking on the “Lower hand” icon.

We kindly ask you to follow the above procedure. If you simply start speaking without being asked, there is a chance (especially if other people are speaking) that you won’t be heard.

*Leaving the meeting:* you can leave the meeting (and re-join) at any time by clicking the “Leave” button. When the Chair has wound up the AGM, the Zoom meeting will be terminated.

#### **4. Voting**

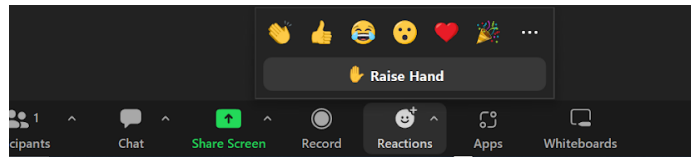
Votes will be required on Committee members and AGM motions (formal voting should not be needed on the Minutes of the last AGM or approval of the various Annual Reports, incl. approval of the Accounts). Where a vote is required, we will use the following procedure.

- 1) You will be asked to vote “For” each motion by raising your hand (see below for Zoom participants), then “Against” then if “abstaining”.
- 2) If it is clear that a substantial majority exists either “For” or “Against” a motion, the motion will be accepted or rejected without a count.
- 3) If there is no clear majority, a count will take place. The Chair will ask you to raise your

hand if “For”, then if “Against” then if “Abstaining”. Please keep your hand “up” until asked to put it down.

4) The Chair will announce the result of any count once it is concluded.

Voting on Zoom: we will use the “Raise hand” option for Zoom participants (see below).



You must ensure that your hand is not “Up” for another reason while the vote is being taken, and you must lower your hand (click the “Lower hand” icon when asked to do so) after each vote. During a vote, you can’t raise your hand for any other reason.

If there are two or more members voting from the same device, each member will be asked to vote separately. This means that one member will be asked to vote with everyone else, then all hands will be lowered. Any second members *only* will then be asked to vote, etc.