

## 2Spirited People of Manitoba Inc. Annual General Meeting

### Zoom Protocol and Expectations

- **Zoom Meeting Functions:**

- Zoom can be downloaded at <https://zoom.us/download> if you have not already downloaded it
- Zoom should be downloaded at least 15 minutes prior to the AGM
- If you are unable to install the zoom application, you can use your browser to access the zoom meeting
- To join the meeting, click on this link:  
<https://us06web.zoom.us/j/87333793889?pwd=NkhzQ1AxR0JHcWhMY25xemh0L2l3dz09> at the time of the meeting
- Once the meeting begins, you will be admitted to the waiting room
- A host will admit you into the meeting
- You can turn your camera on and off by clicking on the video camera icon at the bottom left of your screen
- Zoom tutorials can be found here <https://support.zoom.us/hc/en-us/articles/206618765-zoom-Video-Tutorials>
- If you are having any issues with zoom, you can email [phoenix@twospiritmanitoba.ca](mailto:phoenix@twospiritmanitoba.ca) for help
- If your screen is freezing, it is helpful to turn off your video camera
- To raise your hand, click the reactions icon (smiley face)
- To lower your hand, you need to click it again

- **Zoom Meeting Expectations:**

- Private and public chat will be disabled ahead of time to ensure participant safety
- Attendees can ask questions via the Q & A function
- Be sure to use respectful language and people's correct pronouns when using the Q&A function
- All attendees will remain muted throughout the AGM
- Only hosts will be permitted to share their screens for safety purposes
- Any attendees acting in a way that is harmful will be removed immediately and will not be readmitted
- The zoom link is not shared publicly to prevent zoom bombing and for safety reasons.

- **What to expect during the meeting:**
  - An external person will be acting as electoral officer. This means that someone who is not invested in the results of the vote is conducting them so that they are fair.
  - The organization has prepared motions for proposed bylaw amendments and election of board candidates in advance. All prepared motions will have the opportunity to be discussed by the membership prior to voting.
  - During the meeting, if someone is accidentally unmuted when someone else is presenting, we will mute them out of respect for the presenter.
  
- **Robert's Rules:**
  - Robert's Rules will be used to make motions and vote during the AGM
    - Motioning and seconding will only happen if someone wishes to amend the motions being presented in the meeting.
  - **Here is how a Motion works, according to Robert's Rules:**
    1. **Motion:** Anyone can virtually raise their hand to signal the chairperson that they would like to propose a motion, or they can unmute themselves and call it out.
    2. **Second:** Another person says "I second the motion" to agree.
    3. **Vote:** The vote will happen via zoom poll. You will have the option to choose "yes", "no", or "abstain". If you abstain, you are choosing to remain neutral. Polling is anonymous.
    4. **Announce the vote:** The electoral officer will announce the result of the vote.