



## Participation Instructions for the virtual 2019 RallySport Ontario AGM

Hello folks,

The following is general information with regards to the virtual RSO AGM taking place on Saturday May 2 at 4pm. Please make sure you have taken a read through prior to the meeting and we will also go over the relevant points before the meeting starts.

If you have any questions with regards to the instructions prior to the meeting, please contact [Secretary@rallysport.on.ca](mailto:Secretary@rallysport.on.ca)

### 1. Ahead of the Meeting:

- a. Please indicate via email to the secretary if you are hoping to attend. This will assist in having attendance lists started to save time on the day. This is not mandatory but would be helpful. This will also ensure that you are sent the Delegates package and financial information ahead of time, along with the meeting link. Delegates packages minus the financial information can be found on the RSO website ([www.rallysport.on.ca](http://www.rallysport.on.ca)). Financials will be displayed during the meeting & the secretary will work on sending all out via email to those in attendance once they are logged into the meeting.
- b. All proxies must be received via email to the Secretary no later than 12 noon on Saturday May 2nd to help the meeting preparation run smoothly. **This includes CLUB proxies.** If you have already sent proxies, you do not need to resend unless changes are necessary.

### 2. Instructions for Attendees:

- a. **Accessing the video conference:** A link to the virtual AGM will be sent to Club Reps, and members who have indicated they will be participating. You can also contact [secretary@rallysport.on.ca](mailto:secretary@rallysport.on.ca)
- b. **Platform for the Meeting:** The meeting will be held on the WebEx platform. You can download the desktop application or access through your web browser.
- c. **Registration (joining the call):** Between 3:15pm – 3:45pm. Please give yourself time to get accustomed to the system. It's very simple to use but we will have tech support available and instructions will be given on where to look for specific functions prior to the meeting starting.
- d. **Tech instruction & brief overview:** approx. 3:50pm or shortly there after

- e. **Start Time:** 4pm Saturday May 2<sup>nd</sup> or shortly thereafter.
- f. **What you will need:**
  - i. *Preferable* – Laptop/PC & Headset (whether specific to your computer or your phone earphones & mic if applicable).
  - ii. *Manageable* – Laptop/PC only with built in speaker & mic
  - iii. *Alternative* – Call in via cellphone – However, please note you will have no voting capabilities if election votes go to secret ballot if joining by phone as these will be done via typed polling questions within the system.
- g. **Login will require:**
  - i. First Name
  - ii. Last Name & Club eg. Kelly Mathew, MLRC (Please ensure your 2019 Club membership is included in your login name so we can verify for voting & attendance)
- h. **Votes:**
  - i. Usually you would be given a voting slip at the meeting with your number of votes. For the virtual AGM, as long as you are a confirmed 2019 RSO affiliated Club member it is assumed you have 1 vote – you will not receive confirmation of this.
  - ii. If you are holding proxies, the secretary will advise you via a chat message as to the number of votes you are holding once you join the meeting (this includes Club proxies).
- i. Our platform host and MONITOR is Justin Cohen from Cisco (also a valued member of our Ontario Sweep team)

**NOTE:** This is a **VIDEO CONFERENCING** platform – if you do not wish to have video capabilities, please turn off the videoing function within the meeting. You will still be able to view the speaker but will not be seen via video yourself.

**NOTE:** **The meeting will be recorded**

- 3. Monitor's Role:
  - a. To allow member access into the meeting & inform the secretary of any members entering after the 4pm start time (in order to keep attendee list current)
  - b. To mute & unmute attendees when appropriate
  - c. To monitor requests for questions through the chat function
  - d. To initiate polling questions in the event of a secret ballot during elections
  - e. To present results of secret ballot to appropriate Board member.
  - f. Once in the meeting room, attendees will be put on mute by the monitor.
    - i. Attendees have the ability to unmute themselves by selecting the mic/mute button in the system

- ii. Please remain muted during the AGM unless you are asking a question, proposing a motion, seconding a motion, nominating an election candidate or giving a Club report
- iii. Once you have finished speaking please mute yourself. If the monitor finds people unmuted during the meeting he will have the ability to mute you

4. Motions:

- a. In order to move or second a motion (eg. Minutes from the previous AGM, agenda etc) please unmute and state your name
- b. Instead of asking for members' approval of an action, we will only ask for those who are AGAINST it to voice it. This will hopefully keep the number of people talking to a minimum. Please state your name and if you are carrying more than one vote, please advise the number of votes that are against, otherwise it will be assumed that the vote you are giving carries the weight of the number of votes you hold for the meeting. (eg. If you hold 30 votes and only one is against, please voice the 1 vote otherwise it will be assumed you voted 30 against)

5. Elections:

- a. There are 3 elections – all elections will be processed separately as usual.
- b. Process is as normal:
  - i. RSO President will introduce role up for election
  - ii. Please unmute yourself to nominate a candidate – stating name of nominee and your own name
  - iii. Someone will be required to second the nomination.
  - iv. Further nominations for that role will then be accepted.
  - v. If:
    - 1. Only 1 member is nominated – they will confirm willingness to accept role & will be acclaimed
    - 2. 2 or more members nominated – they will confirm willingness to run & if more than one is willing, vote will go to a secret ballot

6. Secret Ballots:

- a. These will be performed using the polling feature within the platform.
- b. The Monitor will present the question to all attendees, accessing the meeting via a computer, with “For the position of XXY – please indicate your vote & applicable number of votes”
- c. Members will all have the opportunity to type in their answer, choosing from the candidates that have been presented during the meeting, and submit. **Only the host & secretary can see these answers.**
- d. If you are holding split votes with proxies, please indicate those votes in your answer eg. Candidate X is \* votes, Candidate Y is \*\* votes
- e. **Time limit for voting will be 1 minute.**

- f. Votes will then be counted by the secretary and final result announced by RSO President. In the event that the secret ballot is for the secretary role, results will be counted by the treasurer.
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- 7. Questions During AGM:
    - a. Please refrain from unmuting and interrupting the meeting with a question
    - b. Similar to 'raising your hand' at a regular meeting – please indicate by typing in the main chat feature that you wish to ask a question.
    - c. The chat screen is being constantly watched & the Monitor will indicate to the current speaker that there is a question from a member.
    - d. Any time where there may be opportunity for open forum questions eg. Financials discussion, the speaker will indicate as such and members can unmute themselves to ask questions.