



## **AGM 2021 – Zoom Info Sheet**

### **STEPS TO ENSURE SUCCESSFUL LOGIN:**

- You have created a Zoom account under the same email that you registered with
- You have logged into Zoom with the account you registered with**
- Your Zoom account NAME matches the name you registered with
- You have [updated your Zoom](#) mobile app or desktop client to the latest version
- You are NOT joining the meeting with the phone-in link (SEE BELOW)**
- You ARE joining the meeting with either the mobile app or the desktop client
- You are checking in early – beat the rush! (Waiting room opens at 6:15pm)

### **THINGS TO REMEMBER:**

- **PHONE-IN's:** Even though there is a phone-in number provided in the confirmation email (this is a Zoom default we can't change), we cannot admit phone-in's because there is no way to verify who the number belongs to. All attendees must be verified to ensure they are current members of the Association and are eligible to vote. **Phone-in's cannot participate in voting polls and will be automatically removed from the meeting.** Please log in with the mobile app or desktop client.
- There will be many people that need to be checked in – please log in early so that we can get the check-in process completed on time for the 7:00pm start time.
- If you are a two-vote family, you must register separately with two different emails and log in on two different devices. You cannot use your co-parent's link to log in on a different device. Each confirmation email is unique to the email that registered.
- If you enter the waiting room and cannot be identified by the scrutineers (wrong display name), then you will be added to the meeting and immediately invited into a Breakout Room (BOR) where your display name can be verified and corrected. **If you do not accept the invitation to join the BOR to have your name verified, you will be removed from the meeting.** The meeting will not be called to order if there are still attendees in the BOR.

- Zoom Polls will be used in place of ballots – each ballot (resolution or election) will be given 90 seconds for votes to be submitted. Polls cannot be restarted once they have closed, so please ensure you vote promptly when one is launched.
- Documents, vacant positions, and bios can be found on the [website](#).
- **If you have read this info sheet, and have gone through the checklist above and are still having issues logging in, please email [Eryn](#).**

#### VIRTUAL MEETING BEST PRACTICES:

- Mics and cameras must be turned off unless you have been asked to unmute.
- The chat feature is for asking constructive, business-related questions to Board members or nominees in a respectful manner. **Please do not use the chat for conversations.**
- Nominations will be submitted via the chat.
- If you are nominated from the floor and accept the nomination, you will have 3 minutes to communicate your platform when called upon.
- Attendees who have been warned once about inappropriate behaviour (either in the chat or verbally), and continue to behave in this manner, will be removed from the meeting.
- Remember – all of the Board nominees are parents who are offering to volunteer their time for the Association, and therefore all the children in the Association – including your own. **During Candidate Q & A, please keep your questions neutral and based in curiosity about their platform.**



**RESPECT  
DESIRE  
PRIDE  
RIDGE**