

Tumbler Ridge Museum Foundation AGM Zoom Attendance Guide

Wednesday October 28th, 7:00 PM

Due to this unprecedented method of hosting our AGM partially online, we have prepared the following guidelines that Zoom attendees must follow to satisfy the legitimacy of the proceedings and make this as pleasant an experience as possible. An officer will be monitoring the meeting and recording votes. We thank you for your cooperation.

1. Please ensure your membership is in good standing no later than Monday October 26th by calling the museum at 250-242-3466. There will *not* be an option to purchase memberships on the day of the meeting.
2. If you are unsure on how to use Zoom or wish to test your video/audio, the officer will be logged into the meeting by 6:40 PM to help you test your connection before the meeting begins at 7:00 PM.
3. Make sure your screen name represents your real name. We reserve the right to void votes, motions, or motion supports from anyone who does not display their name according to this guide:
 - a. Acceptable: J. Smith, John Smith, John H. Smith
 - b. Unacceptable: J.S., Smitty, jhs, etc.

To change your screen name in Zoom, [use this helpful guide](#).

4. **Important!** Voting procedure: To vote in a Zoom call *you must submit your vote by typing "Yes" or "No" in the chat box* or it will not be recorded by the officer. You can use the chat box publicly by submitting your vote to 'everyone', or anonymously by submitting your vote to the 'Officer' alone. If you want help using the chat box features, [use this helpful guide](#).
5. If you need to speak or ask a question, use the chat box to notify the officer monitoring the meeting. They will be labelled "Officer". The officer will notify the Chair. If you want help using the chat box features, [use this helpful guide](#).
6. For the best possible listening experience, please mute your microphone for the duration of the meeting unless you have been acknowledged by the Chair.
7. It may be helpful to use Gallery View to see all the participants at once. For help switching your view in Zoom, [use this helpful guide](#).
8. The meeting will be recorded.

Zoom Meeting Login Details to Follow Soon!