



Microsoft Teams for a meeting

Guidelines for BC FIPA's 2023 online AGM

During the meeting

- Please mute your audio unless you are recognized by the Chair. This will reduce echo, which will help the meeting move along smoother. Using headphones can also help to reduce echo effects. Members are warmly encouraged to turn their web cameras on during the proceedings. The Chair may request cameras to be disabled if we encounter a bandwidth issue.
- Members may request recognition to speak by using the 'hand up' feature or the meeting chat (by typing 'comment' or 'question', or by directly posing your comment or question). The Chair will recognize speakers.
- The Chair will display documents from the meeting package (i.e., agenda, minutes, reports, etc.) on the screen.
- FIPA will be recording the AGM proceedings (including chat log) for the purpose of ensuring that the meeting minutes are accurate. The recording will not be used for any other purpose, and it will be deleted when the minutes are finalized.

Motions and voting

- All business motions are indicated in the meeting agenda. There are additional and procedural motions that may be introduced.
- Motions will be read out and copied into the meeting chat window.
- When a motion has been introduced and seconded, the chair will ask for any further discussion.
- When a vote on a motion is called, the Chair will use the Forms app in Teams to create a poll. Members will see this poll on their screen and in the meeting chat.
 - Note that it may take a few moments to appear.
- The Chair will read out the motion and ask Members to cast their vote.
- The Chair will indicate a time limit for voting (one minute, unless there is a request for an extension).
- When this time limit has passed, the Chair will read the results of the vote into the record.
- Note:
 - The vote is anonymous.
 - A poll in Teams allows a member to change their vote retroactively, but the vote results that are read into the record will be considered official and final.

Thank you!
We are looking forward to a great AGM.