**Process for our RDA(NSW) AGM 25th July 2020 by Teleconference.**

**To be sent prior to the AGM**

**Centres:**

1. Ensure your Centre Affiliation Fee has been paid (without which you have no voting rights)
2. Pre-determine and register with SO your centre “Spokesperson” who is on a computer or IPad. Centre Voting number will be added to their name at registration**. Same as in a F2F**
3. **ALL attendees to notify State office by 20th July of name, Centre, Position and if you are the centre voting nominated person.** **This is especially important for those attending on their phones.**
4. Someone is pre-arranged to hold their Centre Banner for the Banner Parade.

**Register the following information to state office by 20th July - do this for every attendee at your centre. NB: There is no limit of attendees.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NAME | Centre | Position | Spokesperson | Life Member | Banner | Phone number |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Registration starts at 5.30pm – be early rather than late especially those on phones as you need your phone number replaced by your name.**

Office Co-ordinator will complete the register form.

**For the Banner parade.** Everyone **with a banner** will have their Camera turned on for the banner parade.

**Questions and motions should be already received by SO prior to AGM.**

These will be addressed at the AGM. Questions from the floor will be answered, if possible, or put on notice and answered to all centres at a later date. Same as a F2F AGM

**Housekeeping on the night:**

* The need for those that attend to be in a silent environment – no background noise is permitted.
* The need to be respectful
* Your microphones/cameras will be turned off – but can be activated as needed
* Board Members will have their microphones and cameras on.
* Chat button is where you can type your questions
* Click zoom icon to minimises zoom and you can access your files / send emails etc
* The hand raised button will not register – use chat option.
* Centre spokespersons can type responses in Zoom “CHAT” when asked eg For, against, agree and abstain. The centre number will be placed against their name. First response in Chat is the Acceptor, second response is seconder. This is the **same as a F2F AGM**

**Note:**

* Questions can be placed in “Chat” at any time but will not be addressed until the appropriate time as in the Agenda.
* Those on their phones will be unable to put questions in the “Chat” area, they will be given an appropriate opportunity to ask and register their questions from the floor.

**Independent Scrutineers are to be assigned for selecting the incoming Board Members –**

They will receive all the director nomination votes from centres that are received by SO prior the 5pm deadline 5 days prior to AGM. They correlate the results independently.

The results will be sent to 3rd scrutineer who checks that the results correlate and check the final 2 places.

This process is also the **same as a F2F AGM**