

## The A to Z of how to get involved with the BMAF AGM 2024

The Annual General Meeting will take place at 11:00am on Sunday 30 November 2024.

All BMAF area club members should read this note to understand how the virtual AGM will be conducted and then register for the meeting

### **This is what will happen before the meeting:**

- Link for Registration to attend: [Click Here](#)
- After clicking to register you will be asked for your name email address and Masters club/association. When you send this information it will be checked against membership records, and you will then be sent the link for joining the AGM via Zoom. The last date for registration is Thursday 28th November 2024.
- All the documents and reports required for the meeting will be published [here](#) so that you can read them in advance and submit questions you may have for the officers to the [BMAF Secretary](#). If there is not sufficient time to answer all questions in the time allotted during the meeting, we will do our best to respond to you the following week.

**Please do not try to register if you have not first checked that your membership is up to date.**

### **This is how the AGM will operate:**

- There will be a host in charge of managing the meeting from a technical perspective.
- Everyone will be able to enter the meeting and chat amongst themselves until the appointed start time.
- The host will then mute everyone's microphone and no one will be allowed to speak thereafter until asked to do so.
- Anyone wishing to speak will need to write their question in the Chat function or put their hand up electronically via the Participants button.
- The meeting host will monitor this constantly and let the chairman know when someone's turn to speak has come.
- Instructions for use of Zoom on a computer or tablet/smartphone app are available: click [here](#).

## **Questions to Officers**

- There will be limited time for questions to officers.
- You can send a question in before the meeting and we will prioritise these questions.
- If there is time, further questions can be entered via the chat function or spoken by the member when called to do so.
- We will endeavour to answer questions that remain unanswered after the meeting.
- The time available for questions will be limited to ensure the other business of the meeting is covered.

## **Voting for Motions or Elections**

- When the time comes to hold a vote, the host will display the proposal or the choice of candidates on screen as a Poll, and everyone can give their response in the next few minutes. The host will then close the poll and announce the result.
- Ad hoc polls can also be done; setting one up can be done very quickly as long as the wording of the proposal and the possible responses are agreed.

## **Dialling in by phone**

- While this is possible, we encourage attendees to use a suitable computer or tablet/smartphone. If you dial in by landline or older mobile phone we will have difficulty counting your vote and taking your contribution to the meeting, we will however accept you as an attendee.
- Instructions for joining by phone are given [here](#). They include using your phone keypad as follows:
  - \*6 - Toggle mute/unmute
  - \*9 - Raise hand to speak

The meeting will be video recorded so I can write accurate minutes of what was said.

Robert Lands

BMAF Secretary