

The A to Z of how to get involved with the AGM

This is what will happen before the meeting:

- All confirmed BMAF area club members should read this website news item for the AGM to understand how the virtual AGM will be conducted and then register for the meeting
- Link for Registration to attend:
https://us02web.zoom.us/meeting/register/tZ0tf-yprT0tHNROTp1YJ_Ph3u7a_xCr9y8f
- All the documents required for the meeting will be published below so that you can read them in advance and submit questions you may have for the officers to the [BMAF General Secretary](#). If there is not sufficient time to answer all questions in the time allotted during the meeting, then we will do our best to respond to you the following week.
- Once anyone clicks on the registration link, they will be given the link for joining the AGM via Zoom after verification of their membership status in BMAF Opentrack. The last date for registration is Thursday 15th December. **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. Anyone who would consider helping with this work, please contact the [BMAF Chairman](#). No prior experience with Zoom is required but it would help for the host to be adept at handling multiple views on the computer at same time, ideally with a second large screen to view all the participants.
- 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 will either be entered via the chat function or spoken by the member when called to do so. These questions will be answered by the appropriate

officer in the order received starting with those submitted in advance.

- 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.
- The biggest problem we will have are those dialling in by phone. We want to accept such attendees, but this is only a fallback if you don't have a suitable computer or tablet/smartphone to use. We will probably have to count the phone votes manually. We are not expecting to display any documents on the screen as this stops the host seeing most people. 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 recorded in order to have accurate minutes of what was said.