

## **Oxford Bridge Club EGM**

### **Zoom Format**

Managing the Zoom conference will be a challenge, so we have some guidelines for you to follow.

Pat Lewis (PL), Chair, will introduce the meeting and control progression through the Agenda. At the end of each agenda item, an opportunity will be given to members to comment or ask questions of the Trustees.

Zoom functionality will be controlled by Liza Furnival (LF) during the meeting.

#### **1) Muting and member contribution**

- a) All members will stay muted for the whole session, except PL.
- b) Members wishing to comment or ask a question can do so at any time during the meeting via the Chat function – these will be addressed by Trustees either during the discussion, at the end of the agenda item, or in Any Other Business, as appropriate.
- c) If a member wishes to ask a question, they should put “Question – [Member Name]” in the Chat and they will be called upon by PL at the appropriate time. Only at that point, should the member unmute themselves, or hold down the space bar while they are talking, and ask their question(s), muting themselves again afterwards to avoid inadvertent interruption.
- d) Any members interrupting the meeting at an inappropriate time or manner can be muted by LF.

#### **2) Polls for voting**

Voting on the proposed changes to the Constitution and Articles of Association will take place via Zoom Poll.

PL will call for the Poll to be opened at the appropriate time. LF will open the Poll and allow one minute for votes to be cast by those present, before closing it again. Votes via proxy can then be cast. PL will then announce the total votes recorded and the outcome.

Items raised during the EGM may also be voted on via a Zoom Poll created at the time. Proxy votes can therefore be cast to add to the poll results, but they cannot be open to postal or email votes.

If there's a tie, the Chair has the casting vote.