

## ECF Finance Council Meeting User Guide – July 18th 2020

### Joining the meeting

This will be a virtual meeting on the Zoom platform, which you can join by following the link here on July 18<sup>th</sup> ---

[Join the Finance Council Meeting](#)

If you haven't joined a Zoom meeting before please follow the link here for instructions on how to join ---

[Zoom Instructions](#)

The meeting is due to start at 13.30 on Saturday July 18th, but the meeting will be open from 12.45 and we would like delegates to click on the link from that time onwards to allow time to admit everyone and go through the registration process.

When you click on the link you may be asked to download the Zoom client if you haven't used the application before. You will then be placed in a Zoom waiting room, from where you will be admitted.

Please try to have a recognisable Zoom username (preferably your real name) to help with the admissions process. If you find that you are stuck in the waiting room please email [office@englishchess.org.uk](mailto:office@englishchess.org.uk) with your Zoom username so that we can let you in.



Once you have joined it would be helpful if you could click on 'Participants' in the menu at the bottom of the Zoom screen (above), and then click on your name and select the 'Rename' option to change your display name to show your name and organisation.

### Agenda and Supporting Documents

You should already have received the meeting agenda. The Zoom meeting chair will make the agenda and supporting documents available via Zoom screen share during the meeting.

Delegates may also wish to reference the documents separately from the screen share.

Please refer to this web page on the ECF website -

<https://www.englishchess.org.uk/about/ecf-council-and-board/>

### Addressing the meeting – Raising your hand

Given the number of participants, delegates will be muted by default during the meeting and will need to 'raise their hand' if they wish to address the meeting. You should be able to raise your hand as follows ---

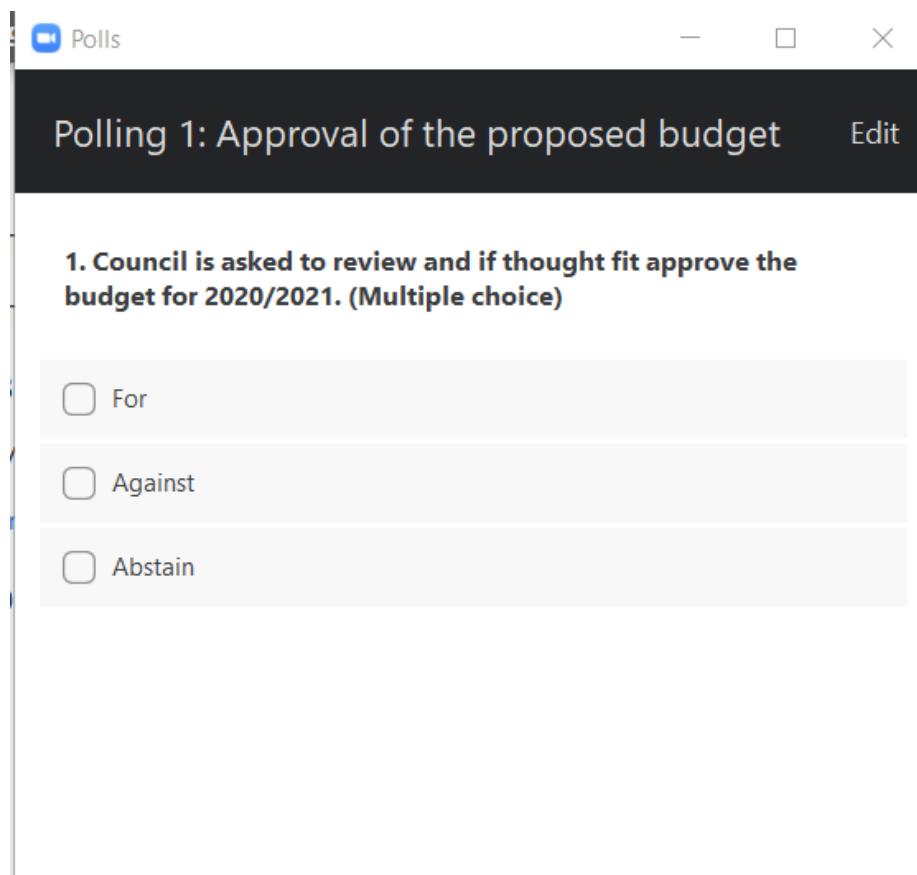
1. Click “Participants” on the Zoom Menu Bar (the Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don’t see the menu bar, move your mouse slightly and the bar will appear)

2. You should see a white participants box with a Raise Hand command at the bottom which you should click to raise your hand.

The chair will be able to see any delegates who have raised their hands and will then unmute them in turn so that they can address the meeting.

## Voting – Polling/ Show of Hands

Motions will be tabled for a show of hands in the first instance. This will be done by way of a Zoom poll which will appear on screen for you to record your vote. The Zoom meeting host will show the results of the show of hands once complete.

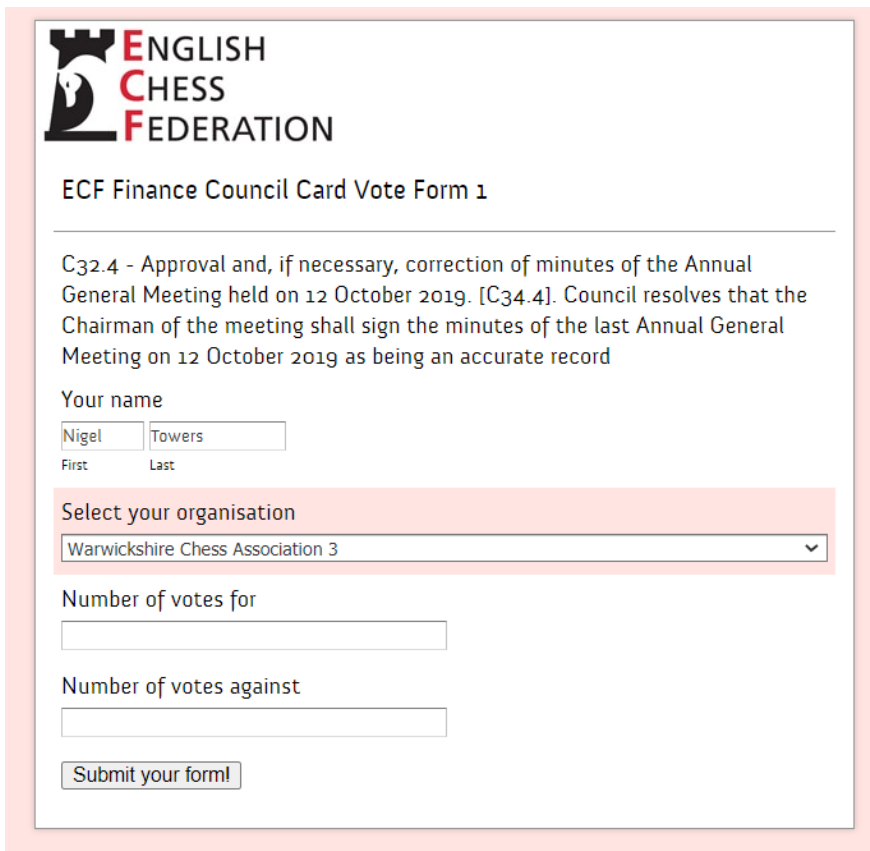


The image shows a screenshot of a Zoom poll window. At the top, there is a title bar with the Zoom logo and the word "Polls". Below the title bar, the poll title "Polling 1: Approval of the proposed budget" is displayed in a dark header, with an "Edit" button to its right. The main content area contains the following text: "1. Council is asked to review and if thought fit approve the budget for 2020/2021. (Multiple choice)". Below this text are three radio button options: "For", "Against", and "Abstain".

## Voting – Card Vote

If the chair determines that a card vote is required we will share a link to a web form within the Zoom chat area. You will need to follow the link to record your card vote formally on behalf of each organisation(s) you represent. The card vote form will include a drop-down menu for you to select the organisation you are voting on behalf of, with details of how

many votes you can cast for that organisation. You will then be able to enter the appropriate number of votes for or against.



**ENGLISH  
CHESS  
FEDERATION**

ECF Finance Council Card Vote Form 1

C32.4 - Approval and, if necessary, correction of minutes of the Annual General Meeting held on 12 October 2019. [C34.4]. Council resolves that the Chairman of the meeting shall sign the minutes of the last Annual General Meeting on 12 October 2019 as being an accurate record

Your name

Nigel Towers

First Last

Select your organisation

Warwickshire Chess Association 3

Number of votes for

Number of votes against

Submit your form!

If you are card voting on behalf of multiple organisations you should complete the form once for each organisation you represent.

## Messaging

Zoom messaging will be enabled at the meeting to facilitate communication on the day. We would ask you to use this sparingly if you have an issue you need to raise either as a direct message to the chair or to a colleague or more widely to all participants. Zoom messaging can be accessed via the chat icon.



## Recording and Follow-up

We will be recording the meeting for the purposes of preparing the minutes only. Please contact the Chair before the meeting if you have any questions or concerns about this.

We expect the provisional results of card votes to be known during the meeting but will be carrying out further checks on votes cast to confirm the results by the Monday after the meeting.