

ECF AGM User Guide – October 17th 2020

Joining the meeting

If you have not 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 October 17th, 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 have not 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 the ECF office - 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 do not 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.

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.

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

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.