

## Online AGM Procedures

### Screen Name on Zoom:

In the Zoom meeting, please rename your display/screen name to the following format, using “D” or “G” to indicate whether you are a Delegate (Convention Member/Voting Representative) or a Guest:

Delegates: D - Full Name, Church Name

example – D – Kristi Lee, Cornerstone Community Church

Guests: G - Full Name, Church Name

example – G – Kristi Lee, Cornerstone Community Church

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### Online Rules of Order:

We strive for unity and respect, seeking the participation of all assembled, as we discern decisions that shape the future of our conference. A spirit of love should prevail in all comments.

- Delegates are invited to respond to the reports and recommendations presented
- When wanting to make a comment, use the raise hand function in Zoom and use the following protocol:
  - Wait for the Moderator to call your name
  - State your name and Church you are representing
  - Address your comments directly to the moderator. Please keep your comments brief and focused on the motion
- In order to keep things flowing smoothly, each Member may speak up to three times on any specific issue. For further comments, he/she must await the Moderator’s approval, and that will be given only when no other Member wishes to speak
- Guests who would like to comment may request to do so with the Moderator, by raising your hand and waiting in the queue
- Additional instructions may be provided by the Moderator regarding online procedures
- The Moderator reserves the right to bring discussion to a close with proper notification
- Only Delegates are permitted to vote
- In general, Roberts Rules of Order may be used as guideline

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### How do Motions & Online Voting Work?

#### Requirements:

Each Convention Member will need to log in using their own device, to participate in voting.

If multiple people are using devices for zoom in the same room, ensure that only one device is using sound and that all other devices are muted.

#### Speaking to a Motion:

Any member wishing to comment on a motion on the floor will need to indicate so by using ZOOM’s ‘raise hand’ function.

1. Click on the icon labelled “Participants” at the bottom center of your screen.
2. At the bottom of the window that opens, click the button labelled “Raise Hand.”
3. Your digital hand is now raised. This puts you in a queue, which will signal the moderator that you want to speak. Please wait for the moderator to call on your name before you start talking.

4. Unmute your microphone and state your name and church community before asking your question or making your comment.
5. Once you are finished, lower your hand by clicking the button, “Lower Hand.”

The same method can be used to raise your hand on a mobile device. Tap “Raise Hand” at the bottom left corner of the screen. The hand icon will turn blue, and the text below it will switch to say “Lower Hand” while your hand is raised.

**Seconding a Motion:**

When a motion is made on the floor, the moderator will call for the motion to be seconded. Any Convention Member wanting to second the motion should use the ‘Raise Hand’ function as mentioned above. The moderator will then acknowledge the first hand that goes up. Once the motion has been seconded, those with their hand raised should lower them.

**Submitting Votes:**

All voting on motions will proceed through the zoom polling system. When the moderator calls for the vote, a box will pop up on your zoom screen. Please vote by selecting ‘yes’, ‘no’ or ‘abstain’ and then select ‘submit’.

Only Delegates (Convention Members/Voting Representatives) may vote on the poll.

**HELP! I’m experiencing trouble with voting!**

If your internet connection cuts out or the ZOOM call is dropped, you will be able to submit your vote directly with the ONMB Board Secretary by calling the ONMB office at 905-937-6900 ext. 224.

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**Having Technical Issues?**

At the time of the event, you can connect directly with our team by emailing [info@onmb.org](mailto:info@onmb.org) or by calling the ONMB office directly at 905-937-6900 ext. 224. If technical difficulties arise that cause our meeting to end unexpectedly, we will be in touch with all of our attendees via email as soon as possible to advise on what steps will be taken to re-launch the meeting.