

## **Virtual Meeting Rules of Participation – General Meeting**

### **1. Business of Meeting**

The business which may be transacted at the meeting is as set out on the Notice of General Meeting. No other business is permitted.

### **2. Proxies and Alternates**

Ordinary and voting Associate members who are unable to attend are encouraged to appoint another member as a proxy to vote on their behalf. Proxies must be received no later than 48 hours prior to the meeting. Proxies who attend the meeting will be noted and confirmed at the commencement. If having submitted a proxy, a member subsequently attends the meeting the member's proxy will be revoked.

### **3. Participation generally:**

All participants are muted until the chair recognises them.

Please NOTE that Student and other non voting Associate members and any invitees may participate in the discussion including by asking questions and making comments but may not vote on any motion.

### **4. Motions and Voting Process:**

The motions which are to be moved have been pre-loaded and will be displayed at the relevant agenda item. For virtual simplicity, the chair will move each motion and then ask for a member to second it by making a raising their hand to that effect.

The chair will then invite any member who wishes to comment on or speak in favour of or against the motion to raise his or her hand and be recognised by the chair. The organisers will then unmute the member's microphone to enable the member to speak.

The chair will then invite members to vote for or against the motion using the voting button. If anyone votes against a motion, then if the chair considers that proxies could impact the overall result, the chair will then call for proxy votes by asking the proxies to message their proxy votes to organisers using the chat function and selecting 'panellists only'.

In each instance, the chair will give members a reasonable opportunity to vote and then ask members if all votes are cast before closing the vote. Any member not voting for or against the motion, whether in person or by proxy, will be taken to have abstained.

### **5. How to ask a Question or Make a Comment:**

If a member want to ask a question or make a comment at any time, the member should use the same process of raising his or her hand, being recognised by the chair, unmuted and

then speaking. The chair will then answer the question or invite the appropriate person to do so.

**6. Use of the Chat Line**

Organisers are not in a position to monitor and respond to the chat line throughout the meeting. Accordingly, the chat line cannot be used to raise any formal or procedural matter relating to the meeting (including proposing any motions). Comments and queries on the chat line which are not dealt with in the meeting will be reviewed and addressed afterwards.

**7. What happens if there are technical issues?**

The chair will let members know what is happening verbally if possible. If not, organisers will post a comment on the chat line.