

SSPA AGM via zoom 2020

Conduct of the meeting

The SSPA 2020 AGM will be held online, via a zoom meeting on Wednesday 14 October at 4.00pm

How to access the meeting

- Please register for the AGM [here](#)
- On the registration form you will be asked to provide the name of a representative from your organisation who will vote on behalf of your organisation. Please note that only full and paid-up members will be entitled to vote at the AGM.
- Once you have registered you will receive a confirmation email with the zoom link. Please use this link to access the zoom meeting.
- The AGM will begin promptly at 4.00pm. Please allow time prior to the AGM to access the link and ensure audio and visual is set up correctly.
- Delegates will be muted during the AGM. Please introduce yourself on arrival using the chat function to show your name and organisation.
- If you require technical assistance or have any questions, please phone 027 510 1517 or use the chat function to talk with the SSPA national office team
- The AGM will be recorded to ensure accurate minute taking. It will not be made available for subsequent viewing.

Hosting the AGM

The AGM will be 'hosted' by a panel comprising the Chair of the National Executive, the Treasurer, and the National Manager. Administration and vote counting support will be provided by the SSPA National Office team.

Voting procedure for national executive nominations

When it comes time to vote, the 'poll' feature in zoom will be used. This provides for a secret ballot. One delegate per full member organisation may vote. This is the person named in the registration form or agreed prior with the National Office team. If there are multiple attendees from one organisation, the voting member will remain in the main zoom room and other attendees will be moved to a breakout room during the duration of the poll.

Motions

For typical motions, for example, moving the acceptance of the 2019 AGM minutes, voting will be conducted using the yes/no buttons on the participant's panel. The chair will instruct participants to click on the participants button at the bottom of the screen to display the panel. When you are invited by the chair to vote, please use the yes/no buttons.

Questions

Questions from attendees on agenda items will be taken via the chat function.

We thank you in advance for your support in keeping this process simple, and to the point