

College of Respiratory Nurses Virtual Annual General Meeting

Tuesday 28th July 2020 1300-1400hrs

ZOOM Entry code 860 0278 4315 PIN 919788

INSTRUCTIONS and Meeting Etiquette

Prior to the ZOOM AGM

First and foremost you are NOT required to download the ZOOM app prior to the meeting if you do not have it already. The **basic** package is free to download if you wish to do so but you can attend the meeting without the having ZOOM app.

As a member of the College of Respiratory Nurses you will receive an email (outlook) invitation to the ZOOM (AGM) Meeting. If you intend to attend PLEASE ACCEPT the invitation.

On the day of the AGM

The Committee will enter the ZOOM meeting room early to ensure all attendees can enter the ZOOM room in time to commence the AGM promptly at 1300hrs.

To enter the meeting either

- 1) Copy the full link from the emailed invitation you received and paste that link into your internet server. Pressing enter then should bring you directly into the meeting OR
- 2) If you have the ZOOM app simply join the meeting using the room and pin number provided in the original email invitation. Your name should show up automatically in the panel as you join.

When you enter the meeting your full name should show(linked to your email). This attendance record will be kept as part of the formal AGM records.

At the AGM

You may have your cameras on BUT please keep your speakers OFF unless you are talking. This helps to ensure good sound quality for everyone.

The AGM will NOT be recorded but minutes will be taken manually as is customary.

The Chair and Treasurers reports, the updated College of Respiratory Nurses Annual Plan and 2019 AGM minutes will be supplied to members at least 30 days prior to the AGM and taken as read/tabled on the day. Discussion may occur if required. As will it if there are any Remits presented

When a vote is taken use of the ZOOM "Thumbs Up" symbol will be counted as a "YES" vote.

NB: In reality we are unsure how voting on the day will work at this stage so we ask for your patience as we work through this particular logistic... It may actually prove easier to count the NO votes, if any.

Questions from the floor can be written in the "CHAT Room" or asked directly from the floor. Please either raise your hand or use your ZOOM "hand wave" symbol if you wish to ask a question/ take part in a discussion. "Chats" are recorded automatically and can be kept as an informal record

The meeting should run for 1 hour or more if required.

The AGM requires an attendance of ta least 18 to make a quorum. Without a quorum no binding decisions can be made. The AGM will not be considered to be completed.