

# VIRTUAL MEETING GUIDE

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AMHSA's 33<sup>rd</sup> Annual General Meeting will be held **IN-PERSON** and **VIRTUALLY (via Zoom)** on **Friday, May 10, 2024, from 10:00 AM to 11:30 AM**. All AMHSA members are welcome to attend and encouraged to ask questions. Voting, motions, and seconding are reserved for the authorized voting delegates of regular members.

Attendees will register for the AGM at <https://www.amhsa.net/2024agm/> or by scanning the QR code to the right. Once registered, virtual attendees will receive an email from Zoom with instructions on how to access the meeting. The meeting will open at **9:45 AM** to allow time for attendees to enter before the meeting begins at **10:00 AM**.



A few things to note:

- Attendees must use their **first and last name** to identify their profile.
  - If your name is not visible, you will receive a private chat message from the AMHSA meeting host asking for your details.
  - If you are the authorized voting delegate for your organization, the AMHSA meeting host will add **(delegate)** to your profile name.
- All attendees will have their devices muted upon entry into the meeting.
  - If you have a question of the board or AMHSA representatives, use the "Raise your Hand" feature to be unmuted, or ask your question via the chat function.
- Attendees are not required to have their video on during the meeting.
- Voting for virtual attendees will be conducted via Zoom polls.
  - For each resolution, the Chair will motion, ask for a second, and then the voting poll will be launched.
  - Only authorized voting delegates may vote on behalf of their organization.** If you have not submitted your voting delegate form, your vote will not be counted. We ask that you **do not vote unless you are an authorized voting delegate**.
  - If you are an authorized voting delegate and you do **not** vote on a resolution, your vote will be counted as "yes" as per AMHSA's bylaws.
- Technical issues - If you experience any issues with your audio or video, we recommend the following troubleshooting steps:
  - Close any other resource heavy programs that may be running on your computer.
  - Close the meeting window and re-join.
  - Check your internet status and speed at <https://www.speedtest.net/>
  - Restart your computer.

For questions or comments, email: [AGM@amhsa.net](mailto:AGM@amhsa.net)