ATTENDANCE & VOTING INSTRUCTIONS

Please review the following in advance of the meeting

How to Use Zoom:
Zoom is a web-based video conferencing tool that is used for online meetings. Participants will receive a Zoom web link that will allow them to join the online meeting. Participants should have their computer microphone and audio enabled, and a video camera so that other participants can see them on the call (recent laptop computers include a built-in camera). For those that are new to Zoom, here is a helpful video tutorial that we encourage you to watch:
https://www.youtube.com/watch?v=9isp3qPeQ0E

Annual Meeting Zoom Link:
Here is the meeting link that you will use to join the virtual meeting:
https://us06web.zoom.us/j/83479889464

Meeting ID: **834 7988 9464**

Joining by Phone (if you are unable to connect by computer):
 +1 587 328 1099 Canada; +1 647 374 4685 Canada; +1 647 558 0588 Canada; +1 312 626 6799 US

Simultaneous Translation
Simultaneous translation services will be provided to allow for participation by unilingual members. Participants will choose to listen to either the French or English Channel on Zoom by clicking on the globe icon at the bottom of the Zoom meeting window.

Please Be on Time:
The Zoom meeting room for the Annual Meeting will open at **5:30 pm** ET (you will initially be placed in the waiting room where verification of registration will take place).   The Annual Meeting will begin promptly at 6:00 pm with participants being admitted to the main room as their registration is confirmed. **It is recommended that attendees plan to arrive no later than 5:45 p.m. to allow for confirmation of all voting members as being in attendance to ensure the meeting can start on time.**

If you registered for the meeting, but no longer plan to attend, please inform us as soon as possible by sending an email to info@pickleballcanada.org. This will assist our staff with admitting and tracking attendees in a timely manner at the start of the meeting.

Voting Members:
Only registered Voting Members who complete the communicated registration process will be included in the voting list and entitled to vote.

Quorum:

Changes to the voting list will not be accommodated after the establishment of quorum. Upon the establishment of quorum, the only change to the list will be to remove voting members who are not present at the meeting. Late Voting Members will not be eligible to vote.

As quorum is established, the list of all Voting Members in attendance will be updated to reflect *actual voting members present* (note that all members are required to register in advance and be present at the meeting). Once completed, the voting list is finalized and will not be altered.
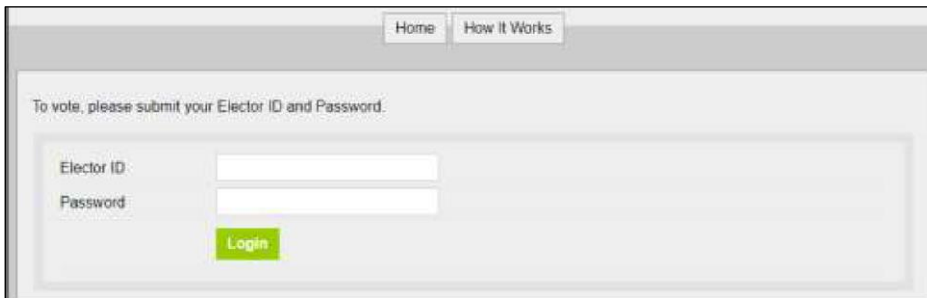
Be Prepared to Identify Yourself:

Members must properly identify themselves. The best way to do this is to have your first and last name set-up on your account (Zoom video screen) as you enter the meeting. You can do so by clicking on the 'three dots' in the top right corner of your Zoom video screen and selecting the 'rename' option. **You may be asked to verbally identify yourself so** please listen for your name. Any members who join by phone only will be asked to unmute and verbally identify themselves (and then remute).
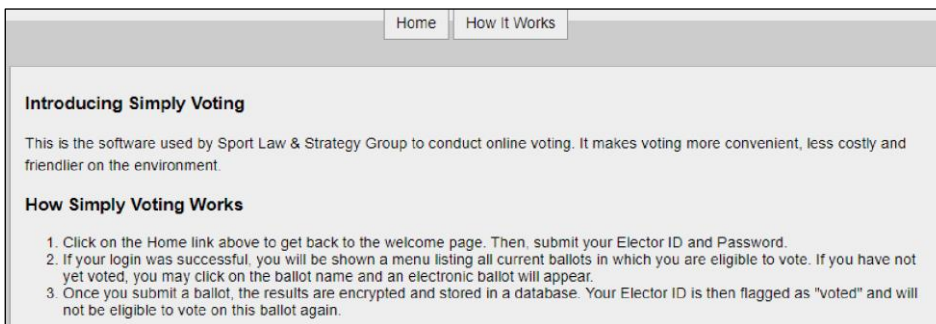
How to Vote:

Registered voting members will receive an email **each time** a motion is launched. *This will happen in real-time.* The email will be sent to the address you used to register for the meeting. The emails you receive will include an elector ID and a unique password **for each voting event.**

NOTE: the password used for any **'test' voting** event is not valid for voting.

Voting Members must be prepared to access their email during the meeting, and enter the ID and unique password on the following website to register for each vote: slsg.simplyvoting.com

The most straightforward way to attend this meeting is using a desktop computer and web browser.

If you wish to avoid switching screens, it is recommended that Voting Members have the above website (slsg.simplyvoting.com) pre-loaded on a separate device or in a separate window (recommend you use a smartphone or tablet for Meeting attendance via Zoom and use your computer for voting).

Important Tip: After the first voting event, voters can regularly 'refresh' the webpage to see their own voting results (Past Ballot *Receipts*).

Voting Issues:
If any Voting Members in attendance experience technical difficulties issuing their vote via the Simply Voting platform, the Sport Law representative will assist those Voting Members and ensure that all votes are collected and counted toward the vote result.