PICKLEBALL CANADA
ANNUAL GENERAL MEETING
June 28 | 6:00PM ET
by Zoom Video Webinar

ATTENDANCE & VOTING INSTRUCTIONS

Please review the following <u>in advance</u> 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 access 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

Zoom Webinar Link:
Here is the link that you will use to join the virtual webinar:
https://us06web.zoom.us/j/88110235149?pwd=aWZVYXdTV1pLZmY4WUQwdWpiVi9SQT09

Webinar ID: **881 1023 5149**
Password: **543209**

Joining by Phone (if you are unable to connect by computer):
+1 204 272 7920
+1 438 809 7799
+1 587 328 1099
+1 647 374 4685
+1 647 558 0588
+1 778 907 2071
+1 780 666 0144

Please Be on Time:
The Zoom meeting room for the AGM will open at **5:30pm** ET. The AGM will begin promptly at 6:00pm. It is recommended that attendees plan to arrive no later than 5:40 pm in order to ensure the meeting can start on time and that voting members are confirmed as being in attendance. 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 tracking attendees in a timely manner at the start of the meeting.

Voting Members:
Only registered Voting Members who complete the communicated meeting registration process will be included in the voting list and entitled to vote. Only one member can vote at a single email address.

Changes to the voting list will not be accommodated after the establishment of quorum. Upon the establishment of quorum, the only changes 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.
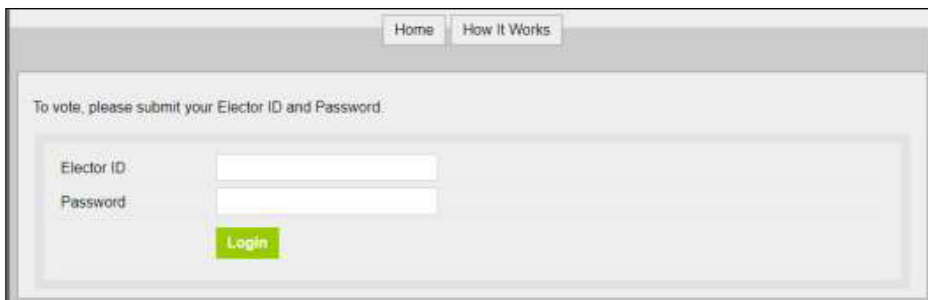
Be Prepared to Identify Yourself:
Members **must properly identify themselves**. The best way to do this is to have your first and last name set-up on your account (Zoom video screen) as you enter the meeting. You may be asked to verbally identify yourself so please listen for your name.
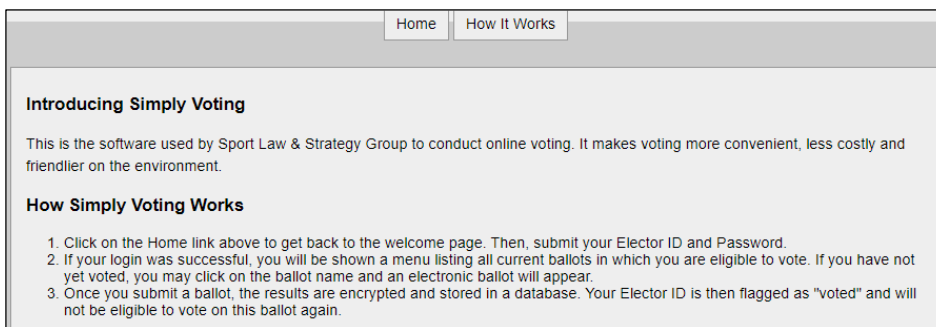
Quorum Will Finalize the Voting List:
As quorum is established, the list of all Voting Members in attendance will be updated to reflect *actual voting members present* (note that all members are required to register in advance and be present in the meeting). *Once completed, the voting list is finalized and will not be altered*.

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.**

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

Voting members will have up to 5 minutes to vote from the time that the voting ballot is launched (absent of any technical issues which will be addressed).

Voters must be sure to click the SUBMIT button to properly cast their vote.

The most straight forward way to attend this meeting is by using a desktop computer and web browser. If you wish to avoid switching screens, it is recommended that Voting Members have their email 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).

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