



Holding a Hybrid (Virtual) Annual General Meeting

If you have not held a hybrid or virtual meeting before, consideration will need to be given to what changes need to be made to your usual form of notice of general meeting, in particular:

- The notice should contain clear instructions on how to access, speak and vote at the meeting; Check out Zoom for plans and pricing <https://zoom.us/pricing>
- The notice should make it clear that all votes will be taken on a voting poll; <https://www.tricider.com> (Seems the most user friendly system that is free and easy to use for voting via secret ballot in a virtual sense)
- There also should be a nominated person within the Executive for those members who need assistance with using the technology before or at the meeting.
- Call for nominations prior to the meeting to help with efficiency

Meeting function Rules

These are some “ground rules” that describe how your virtual meeting will function and can be amended to suit your membership

- Try to stick to the agenda as much as possible; it'll keep you on track and get everyone out on time. Moving through items randomly as they come up will derail positive contributions for things directly tied to your meeting.
- A meeting without video or speaking to someone who's calling in, be sure to let them know who it is that's speaking to ease confusion and if moving or seconding a motion – for the ease of the Secretary recording the minutes.
- Be a good listener. Listen to what others have to say. Wait for your turn to speak and address the Chairperson if you do wish to speak. “Chairperson I wish to speak to the agenda item – John here”
- Mute yourself when you're not speaking in a video conference.
- Give only the information necessary to make your point. Most likely, the members doesn't need to know the entire backstory behind the reasoning of bringing it to the meeting table.
- Allow sharing access to the virtual conference room for reports to be tabled such as financials and the likes that can be shared on screen for members to read or have these emailed prior to the meeting which is good practice rather than presenting on the day.

All roles in the AGM will continue to function normally, with the exception of the “Scrutineer” who would be recommended to operate the voting system above, to adhere to the “Secret Ballot”

This role will include creating the Nominations via “Tricider” and sending the link through to the virtual meeting chat for members to access and vote – then announce the decision on behalf of the Chairperson.

Unable to attend the meeting; Use this template for proxy voting

Proxy voting is allowed when there is a written apology. A Society Member may vote by proxy duly appointed in writing in the form following, or similar:

I, of, being a Member of The NZ Federation of Young Farmers Clubs Incorporated, hereby appoint of or failing him or he of as my proxy to vote for me at the Special / Annual General Meeting to be held on the day of 20[00], and any adjournment thereof.

Signature Date Witness' Name:

Witness' signature..... Address of Witness:..... Occupation of Witness:.....

The instrument containing or appointing the proxy shall be lodged with the Secretary of the Society not less than two Business Days before the person named in such instrument as such proxy purports to vote in respect of it.