

**Special Olympics Alberta
Annual General Meeting
Special Rules of Order**

Special Olympics Alberta (SOA) Bylaws permit electronic meetings. The members must be able to hear each other and have a voice during the meeting. Special Rules are helpful to make the meetings fair and effective.

The following Special Rules will be in place for SOA's 2020 Annual General Meeting:

1. On Saturday September 19th the SOA Provincial Office shall send by e-mail as part of the AGM Notice a Voting Delegate Registration Form.
2. Included in the notice (and at the end of this documents) will be the URL and codes necessary to connect to the meeting, and, as an alternative and backup to the audio connection included within the Internet service, the phone number and access code(s) the delegate needs to participate aurally by telephone.
3. The SOA Provincial Office shall schedule Internet meeting service availability to begin at least 30 minutes before the start of the Annual General Meeting. Roo
4. Delegates shall sign into meetings with their full names followed by their Affiliate (i.e. John Doe – Affiliate). Assistance may be provided by the SOA Provincial Office upon entering the meeting to change the name as it appears on the screen.
5. Delegates shall be responsible for their own internet or telephone connectivity. No action taken by the assembly shall be made invalid on the grounds that a delegate's connectivity failed, provided quorum was present, able to participate in the meeting, and vote.
6. The microphones of delegates not speaking shall be muted by the delegate when not in use.
7. The chair may cause an individual delegate's connection to be muted or disconnected if the connection is disruptive to the conduct of the meeting.
8. Delegates shall seek recognition to speak by causing the "hand" to be raised, or by typing "QUESTION", "COMMENT", or "PREFERENTIAL RECOGNITION" as appropriate in the chat box.
9. Delegates seeking to interrupt the current speaker for a valid reason shall cause the "No" icon (the red circle with the X) to be active or enter "INTERRUPT" in the chat box.
10. To make a motion, a delegate shall enter the motion in the chat box after being recognized by the chair.
11. To second a motion, a delegate shall enter "SECOND" in the chat box.
12. Voting:
 - a. For routine motions and decisions, the hand raised function will be used to cast votes.
 - i. If there are delegates participating solely by telephone, a roll call vote will be taken for these delegates with votes being cast by voice. Motions will be considered decided once a majority in favour or opposed is achieved, unless otherwise required by the bylaws.
 - b. If required, ballot voting shall be conducted using the poll function.
 - i. If there are delegates participating solely by telephone, a link to a Google Form will be sent by the SOA Provincial Office to these delegates with their votes being added to those submitted through the poll function. Motions will be considered decided once a majority in favour or opposed is achieved, unless otherwise required by the bylaws.

Topic: Special Olympics Alberta Annual General Meeting

Time: Oct 17, 2020 10:00 AM Mountain Time (US and Canada) the room opens 9:30AM

Join Zoom Meeting

<https://us02web.zoom.us/j/89821417299?pwd=b2dXVzVLdGk0a05ZVGp3dDZlazhFUT09>

Meeting ID: 898 2141 7299

Passcode: 263628

One tap mobile

+15873281099,,89821417299#,,,,,0#,,263628# Canada

+16473744685,,89821417299#,,,,,0#,,263628# Canada

Dial by your location

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 438 809 7799 Canada

855 703 8985 Canada Toll-free

Meeting ID: 898 2141 7299

Passcode: 263628

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