



# BMHA AGM 2025

## – Zoom Instructions & Meeting Protocols

FOUNDED 1964

### PRE-MEETING REQUIREMENTS

To attend and vote at the AGM, you must:

- Be a Member in good standing per BMHA bylaws.
- Pre-register in advance using the AGM pre-registration form <https://forms.gle/E2Dn2TMU2GfxDBnX6>
- Have a Zoom account matching the name and email used during pre-registration.
- Be logged into Zoom using the mobile app or desktop client (not phone-in).
- [Update Zoom](#) to the latest version before the meeting and [join a test meeting](#) to ensure it works.

### ACCESSING THE ZOOM MEETING

- Personalized Zoom invitations will be sent to verified registrants only. These links cannot be shared.
- You can log in starting at 6:30 PM, so that everyone can be checked in and the meeting can start at 7:00 PM.
- All attendees will initially enter the Waiting Room and will be admitted once verified by our scrutineers.

### MEETING FORMAT

- Cameras and mics should remain **OFF** unless you have been asked to unmute. The meeting will be conducted in **listen-only mode** except during designated Q&A and nominee speeches.
- Questions can be submitted during the meeting via the Zoom Q&A or chat box. Include your name to be identified as a member.
- The Chair reserves the right to moderate questions for clarity, duplication, and decorum.

### VOTING

- Each member in good standing is entitled to one vote. There is no proxy voting allowed (Bylaw 7.4).
- If you are a two-vote family, you must register separately with two different emails and log in on two different devices.
- All voting will take place using Zoom Polls. Each poll will be open for 60 seconds. Polls are anonymous and results will be announced after voting closes.

### ELECTIONS

- No nominations from the floor are permitted per Bylaw 8.5.
- If multiple nominees are running for a position, a Zoom poll vote will be conducted.
- If only one nominee is put forward, they will be elected by **acclamation** (Bylaw 8.7).
- Nominees may be invited to speak briefly during the election segment.

### CONDUCT

- Use the chat respectfully; inappropriate comments or disruptive behaviour may result in removal from the meeting.
- Please remember all nominees are volunteers stepping forward to serve the community.