

# AGM 2023 Hybrid (in person/online)

## Guiding Principles

- The 2023 AGM will take place in a hybrid format (in person/online).
- All AGM documents/reports will be shared in advance of the AGM.
- Both in person and webinar formats are legally approved formats for the AGM.
- Attendance at the AGM is restricted to Parent Foundation Members and School Employees.

## Protocols for Zoom-Webinar Set-up

- The AGM will take place in a hybrid format.
- All participants via Zoom should ensure their version of Zoom has been updated to the latest version to ensure they are able to fully participate in all aspects of the AGM.
- The only people who will be visible to all attendees on Zoom are the panelists (Board, Adjudicator, HoS, etc)
- The chat function will be disabled. There is a specific avenue for the Q&A (see below)
- The hybrid event will be hosted by the School and will be led by the Board Chair.
- There will be no recording of the AGM on Zoom due to GDPR. Minutes will be taken as per standard practice.
- Registration will be required for anyone wishing to attend the AGM. Approval will be manual and therefore may take some time, anyone wishing to attend the AGM should ensure they register no later than 24 hours in advance.
- The AGM will start at 7pm. If there are not enough attendees for a quorum, as per the statutes procedures will start at 7:30.
- Documents will be referred to during the AGM and not read out - participants should familiarise themselves with everything sent out in advance to be fully informed.

## Protocols for Q&A

- Questions can only be asked during the designated Q&A slots.
- To ask a question on Zoom, tell us in the Q&A box, once the Q&A session has started, that you wish to ask a question. You will be called upon and promoted to the screen (video on required) in order to ask your question and you will remain on-screen until the end of the Q&A session. Once the Q&A session has ended, you will be returned to Attendee status and will no longer be visible on screen.
- Questions will only be answered when presented verbally during the allocated time, in alignment with usual practice of our AGM
- Any queries asked outside of the allocated time, or requests to speak made outside of the allocated time, cannot be considered nor addressed. Please ensure that your requests are submitted during the allocated time.

# Protocols for Voting on Motions

## Voting outline

- We will be using ElectionBuddy, a secure online voting system, to conduct the voting on motions. Voting will take place via unique links which are non-transferrable (except between parent foundation members of the same family).
  - Families must decide internally whether to have all votes cast by a single person or whether to share them out amongst foundation members. Each voting link can only be used once.
- Voting will take place in accordance with Statute 6.ii
  - ii. *At any General Meeting of the Community:*
    - (a) *Each parent membership in the Community shall have one vote (1) per child currently enrolled in the School.*
    - (b) *Each non-parent, Employee Member in the Community shall have one (1) vote provided that where a member is both a Parent Member (being a parent of a child enrolled in the School) and also an Employee Member (being an employee of the Foundation), then such member shall have one (1) vote per child currently enrolled in the School.*
- Voting ballots will be sent out to families and staff via email and SMS, and a message confirming this will be sent out to parents through ManageBac and class parents, and to staff via internal email. There will be a trial vote to resolve any issues. Anyone who does not receive their ballots during the trial, or the required number of ballots, should send an email during the trial period to [adjudicator@verdala.org](mailto:adjudicator@verdala.org) with details of the problem for this to be rectified.
- According to the statutes, foundation members are not entitled to vote by proxy.
- The voting on motions will be open for 24 hours before the AGM starts (from 7 pm on the 28th March) and the voting for each motion will close during the AGM when the Board Chair announces its closure. Time will be allocated during the AGM for voting on each motion for those who wish to wait until this time.
- Supporting documentation will be made available to the community in advance of the 29th March to enable foundation members to be informed before they cast their votes.
- Voting will remain open until the Chair closes each motion's voting period.
- As per statute 6.iii
  - Resolutions proposed at any General Meeting shall be considered adopted if approved by a simple majority of the members present and voting.*
    - All votes cast will be collated through ElectionBuddy throughout the voting period and counted by ElectionBuddy once the vote has closed.
    - The votes cast cannot be seen until the vote has closed.
    - The results of the voting will be announced during the AGM shortly after the voting window closes for each motion.

If there are any questions about any of the above, please write to [board@verdala.org](mailto:board@verdala.org) who will respond accordingly.

18/03/23