

AGM Frequently Asked Questions

1. How do I login to the AGM webcast?

To login to the meeting click on the link, <https://www.meetview.com/OSPE20200506>

You will scroll down the page and enter your email address under the **EVENT LOGIN and then click LOGIN.**

2. What time does the meeting start and when should I login?

The meeting officially starts at 6:00pm We recommend you launch the webcast up to 30 minutes prior to the scheduled start time in order to test your system.

3. Can I test my system ahead of the meeting?

Yes, please click here to test your system, https://testtool.meetview.com/blank_html5/
Please note that you cannot watch on Internet Explorer

4. What if I have technical difficulties?

When you log in to the meeting, if you are not seeing a video or hear music, or if you require technical assistance at any time please:

- Click the "Technical Support" icon on the Lobby page.
- Email webcast@meetview.com and a technician will respond back to you

5. Will the presenters see or hear me?

No, you will be able to view and listen to the meeting, but **YOU will not be SEEN or HEARD.**

6. Can I ask questions during the meeting?

You will be able to ask questions of the presenter, move or second a motion and ask questions during the voting of motions via the **BLUE HAND ICON.**

Do not use the BLUE HAND ICON for technical issues. There is a separate **TECH SUPPORT ICON.**

7. How will I be able to vote for motions?

Voting will be conducted by a **polling pop up**. Once a vote is called a polling pop up will appear and you will vote either IN FAVOUR of the motion or OPPOSED to the motion. Once you vote the polling pop up will disappear.

8. How do I move or second a motion?

You can move or second a motion using the **BLUE HAND ICON** located at the top of your screen.

9. Can I make changes to the proposed motion or enter a new motion?

If members have been given advance notice of the terms of a motion it should be approved or rejected without amendment. The only permissible amendment in these circumstances would be the adoption of wording to clarify, without altering, the intent of the motion. The inclusion of substantial new items without prior notice to members is considered unfair to the members present at the meeting in person and, especially, to those represented by proxy or not represented at all.

10. Who can vote for Bylaw Changes?

Bylaw motions shall be determined by a vote of **Professional, Associate and Honorary** members at which two-thirds (2/3) of those casting a vote approve the decision of the Board.

11. Who can vote for the Appointment of Auditors?

Appointment of Auditors motion shall be determined by a vote of **Professional, Associate and Honorary** members at which two-thirds (2/3) of those casting a vote approve the decision of the Board.

12. What are General motions and who can vote?

General motions are approval of minutes and adjourning the meeting. They shall be determined by a simple majority vote (fifty per cent (50%) plus one (1)). All members of the Society may vote for general motions.

13. Are you able to hold an AGM online?

OSPE is incorporated under the Ontario Corporations Act. There was an emergency order posted on April 24th with respect to the Corporations Act allowing corporations to hold meetings online regardless of what is stated or not stated in the bylaws.