



AAEGT FACT SHEET – AUG/SEP 2019

AAEGT 2019 AGM: Information for the use of technology to attend the AGM or the registration of a proxy voter.

Our upcoming AGM is being held on **Sunday 8th September 2019 at 12.40pm AEST at Elizabeth College, North Hobart, Tasmania**. As you would be aware, our new Constitution allows members to participate in the AGM via technology and this is the first time that all members will have the opportunity to attend the AGM in person, via technology or by means of providing a proxy.

There are some things you need to know if you are planning on attending the upcoming AGM, and will not be present in person. The full AAEGT Constitution can be found on the [AAEGT website](#).

KEY INFORMATION FOR ATTENDING THE AGM (NOT IN PERSON)

There are two types of voting at an AAEGT AGM:

- Hands up
- Ballot

You will be informed during the meeting which type of vote is occurring.

Attending the AGM using technology

The AAEGT will be offering members the ability to remotely participate in the AGM using Zoom meeting functions. [CLICK HERE](#) to find out about using Zoom and download the app for an iPhone or Android through your app store.

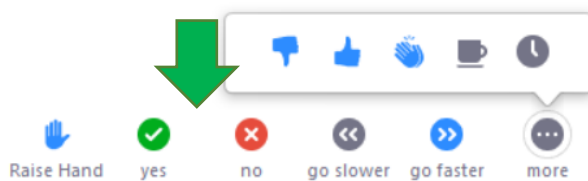
Participation via Zoom will be audio only, so please do not turn on your video, but do make sure you can hear. The agenda is being sent to you with this information sheet and it is your responsibility to have the AGM agenda with you so you can track each item being discussed and know when a vote is required. The Zoom link will be monitored during the meeting.

The zoom meeting link for the AGM is <https://zoom.us/j/2780497706> **The Zoom function will be open from 12.30pm to give online attendees a chance to check their connection before the AGM begins at 12.40pm.**

To vote or participate in the AGM using Zoom, you will first need to access the **Chat** feature within Zoom (see icon below). The below options panel may appear at the top, bottom or side of your screen depending on what kind of device you are using, but the **Chat** icon will always look the same.



- VOTING:** To vote, you will need to use one of the following depending on the type of vote:
 - For a **Hands up** vote, please use the **yes/no** facility in the chat box within Zoom (see icons below).





- b) For a **Ballot**, please respond to each individual polling question within Zoom, which will appear on your screen looking something like the below image:

Polling 1: Polling Questions Edit

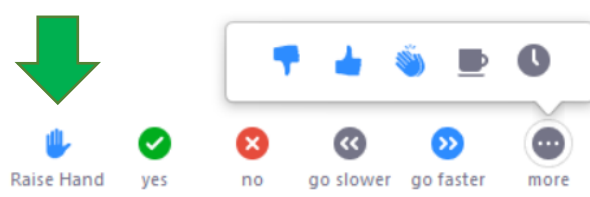
1. What is your favorite color?

Red

Green

Blue

2. **ASK A QUESTION OR MAKE A COMMENT:** If you would like to speak during the meeting, please click the **Raise Hand** symbol in the chat box or write your comment/question in the chat box.



3. **MANAGING A GROUP:** If you are planning to host a face-to-face group in another state, and have only one person logged into Zoom on behalf of the group, this is what you need to know:
- **Designate a group manager.** This person will log in to the Zoom meeting, report voting results and act on the group's behalf during the AGM.
 - Ensure those attending and voting are members of the AAEGT.
 - Email the full names of all attendees to secretary@aaegt.net.au during or after the AGM.
 - Use the **Chat** function within Zoom to let the AAEGT Secretary know how many people in your group have voted for and against each motion.
 - Use the **Raise Hand** function to speak or ask a question on behalf of your group member.
4. **TROUBLESHOOTING.** If you have a problem during the meeting and cannot vote, chat or participate. You can write a message to the meeting host using the **Chat** function within Zoom, or call either *Elizabeth 0420 302 017 or Kylie 0432 179 629*. **Please note that this is a last resort only.** The AAEGT will make every effort to enable people to join the AGM using technology and resolve any problems on the day, attendance at the AGM using technology, however, is not guaranteed. We understand that these new processes may cause some inconvenience and we ask for your patience and understanding as we strive to include more members around the country using new methods.
5. **PROXY VOTING.** The AAEGT's constitution allows for the registration of a proxy to vote on your behalf IF the vote is conducted by a **Ballot**. PLEASE NOTE: This means a proxy is ineligible to vote in a **Hands up** vote. There are currently no planned ballots for the 2019 AGM, but if one occurs, your proxy may vote on your behalf. If the proxy is attending via Zoom, the proxy must use the **Chat** function within Zoom to let the AAEGT Secretary know your vote against each ballot.

Proxies must be registered with the AAEGT Secretary by **midnight on Thursday 5 September 2019**. [CLICK HERE](#) to access and submit the form for registering a proxy to vote on your behalf.

It is important to the AAEGT to continue to build our national membership and to retain strong links with all the State and Territory Associations and members across Australia. We look forward to working closely with all our Affiliates into the future as we strive to improve our processes and work together with you to advocate for gifted children.