



USING ZOOM GUIDELINES

Please observe the following rules when conferencing using Zoom.

- To avoid feedback, please use only one computer/device per room.
- Place the camera statically. Please do not move around with the camera.
- Please focus the camera before the meeting so that it captures your whole face and shoulders square on.
- Check your sound levels and microphone before the meeting.
- During the meeting please ensure that your microphone is muted except when you wish to speak.
- Please do not eat while you are on camera.

These simple rules allow us to carry out our meeting effectively and efficiently. Breaches of these rules will result in a formal warning by the Chair and may result in you being asked to leave the meeting if they continue.

AUSTAT AGM STANDING ORDERS

Please note the following:

- **A Motion** is a proposition put to a meeting. It should be concise and begin with 'that'. A motion, before its adoption, can be amended. There can be no discussion without a motion before the meeting.
- **A Resolution** is a motion which has been put to the meeting and agreed by the majority of members. It has been put to the vote and resolved.
- **A Special Resolution** requires three quarters of those eligible to vote attending the meeting in order to pass. (if the motion has been amended only discretionary proxies *[see below]* are counted as the eligible voters)
- **An Amendment** includes in the motion (before it becomes a resolution) any relevant changes arising out of discussion by the meeting. It may add, delete or substitute words in the motion with the intention of improving it. Once a motion has been moved and seconded, any member may, during the debate, move an amendment. Once moved an amendment **must** find a seconder. There is no limit to the number of amendments which can be moved, subject to these being within the scope of the notice of meeting and being in the affirmative with the intention of improving the original motion.



AUSTAT AGM Standing Orders and Zoom Guidelines for Members

- **Proxies:** - There are two types of proxies.

Discretionary Proxies- give the proxy holder the right to vote on behalf of another member as they see fit.

Directed Proxies- direct the proxy holder how to vote on motions on notice.

In AUSTAT “*discretionary proxies*” allow the proxy holder to vote on their behalf for all motions, amendments and polls.

However, “*directed proxies*” allow the proxy holder to only vote on motions on notice-not on amendments and not on polls.

These guidelines conform to the Australian Corporations Act 2001

- A poll (or ‘show of hands’) is used by those present in AUSTAT AGMs for such items as accepting the executive reports and approving an amendment to a motion. In these instances, proxy votes will be used only where the proxy holder has been given discretion.
- A secret ballot is a paper vote (communicated in confidence to the returning officer in the AGM via paper, phone or electronic communication) used in AUSTAT AGMs for electing office bearers and voting on motions on notice. Directed proxy votes may be counted in ballots for nominations or motions submitted 45 days in advance of the AGM, unless the meeting has adopted an amendment.
- If nominations are taken from the floor or an amendment to a motion has been adopted by those present at an AGM, the ballot on the amended motion or election may include discretionary proxies only.

General Rules of Debate:

1. Motions should be taken in the order in which they appear on the agenda. They cannot be taken out of order unless the meeting agrees.
2. All motions and amendments (except formal motions) should be in writing, signed by the mover and seconder. Amendments from the floor must be seconded to be considered.
3. Motions before a meeting cannot be withdrawn without the consent of the meeting. The withdrawal must be made before putting it to the vote.
4. Motions must be relevant to the business under consideration and within the scope of notice of the meeting.
5. The original motion is superseded once an amendment has been put and carried. The motion must be put again in its amended form which then becomes the substantive motion.
6. When possible, not more than one amendment should be before the meeting at the same time.
7. All communication should be before the Chair.
8. The Chair has the right to determine the order in which intending speakers may address the meeting and to set time limits for each speaker.
9. Each member has the right to speak **once** to any motion or amendment with the exception of the mover, who has the right of reply. This is subject to the Chair’s discretion.



AUSTAT AGM Standing Orders and Zoom Guidelines for Members

10. Members may at any time, ask a question, raise a point of order or give a brief explanation at the discretion of the Chair. Amendments to Notified Motions may be accepted orally from members at the meeting, at the discretion of the Chair.
11. Points of order should be made to the Chair, whose decision on this matter is binding.
12. When a resolution has been adopted, no motion to rescind that resolution should be put at the same meeting.

References

[The Australian Meetings Handbook](#) - Malcolm Reid

[The Australian Guide to Chairing Meetings](#) - Marjorie Puregger

[Joske's Law and Procedure at Meetings in Australia](#) - Eilis S Magner

AGM AGREEMENTS

To get the most benefit from meeting together to discuss the issues at hand, and to allow everyone to participate, please agree:

- to demonstrate a commitment to the meeting by being present in the meeting room/zoom point of presence and ready to begin at the commencement time.
- to address all comments to the Chair and keep to allocated time for speaking.
- to assist the minute taker and each other by identifying ourselves before we speak
- to raise a hand to signal our wish to speak
- to keep to the issue being discussed
- to refrain from side discussions, to listen with attention to other speakers and not to interrupt them
- to refrain from put-downs (in words, sighs, gestures...)
- to come back from breaks on time
- to respect the order of people wishing to speak

If you are unable to attend the AGM, you may appoint a proxy on your behalf. To do this, you must fill out the Appointment of Proxy Form that accompanies this Guidance material and return it by the deadlines detailed on the form. Attending the AGM is an important way that you can show your support for your professional society.