

Coalition for the Capital Crescent Trail

2021 Virtual Annual Meeting Rules

In fairness to all participants and in order to have an orderly and constructive meeting, we ask that you abide by the following Rules of Conduct.

1. Authority to conduct the meeting. The Chair of the meeting has the authority to conduct the meeting and rule on any questions or procedural matters that may arise. Any action taken by the Chair will be final and binding on all persons.

2. Proposals. The only official business to be conducted at the meeting consists of the election of directors as described below. An outside guest will speak to the meeting participants.

3. Voting. Members will be asked to vote on a slate of nominees for the CCCT Board of Directors for the next year. The slate will be provided on our website and in the final email invitation to this meeting. During the annual meeting, a Zoom Poll will be presented asking attending members to vote on the nominee slate by choosing one of “Yes” or “No”.

4. Questions.

- Members may submit questions before the annual meeting by email to ‘contact@cctrail.org’.
- Members will have the opportunity to submit questions during the meeting. To do so, while you are in the Zoom annual meeting, type your question into the “Chat” field (where it says “Type message here...”) and type Enter at the end of your question.
- Please include your name and address with your question – this is required. Indicate if your question is directed to the Board or to the guest speaker. In order to facilitate responses and discussion, all questions should be succinct and limited to one topic.
- During the Question and Answer session, we will endeavor to have questions pertinent to meeting matters answered as they come in and address those questions asked in advance, as time permits. Questions will be directed to the Board or the guest speaker in the form they were submitted, except for the reasons provided below.
- Any questions pertinent to meeting matters that cannot be answered during the meeting due to time constraints will be answered and posted online on our website ‘www.cctrail.org’ as soon as practicable following the meeting and will remain available for at least one month after posting.
- To ensure that as many members as possible are able to ask questions during the meeting, each member will be permitted no more than two questions.

- Questions from multiple members on the same topic or that are otherwise related may be grouped, summarized, and answered together.
- The Question and Answer session will not exceed 15 minutes.
- We do not intend to answer questions that are among other things:
 - irrelevant to our operations or mission;
 - repetitious statements already made by another member;
 - out of order or not otherwise suitable for the conduct of the meeting as determined by the Chair in reasonable judgment.

5. Issues during the meeting.

- Information addressing technical and logistical questions and issues, including technical support during the meeting and related to accessing the meeting's virtual platform, will be available at www.cctrail.org.
- In the event of technical malfunction, or other significant problem that disrupts the meeting, the Chair may adjourn, recess or expedite the meeting or take such other action that the Chair determines is appropriate in light of the circumstances. In such case, please stay connected to the meeting website for at least 15 minutes. If the meeting cannot be resumed, (i) the official business of the meeting of electing directors will be deemed to be properly before the meeting; (ii) all votes received before the start of the interruption will be deemed to have been validly cast; and (iii) the official business of the meeting will be deemed to have been validly completed.