**BRIEF DESCRIPTION OF PROCESSES AT THE WANDSWORTH LIBERAL DEMOCRAT AGM 19 NOVEMBER 2020**

The following description is offered in part for any member not familiar with zoom procedures; and in part to explain to all members how these procedures will be used in this particular meeting. Those who are familiar with the operation of zoom are invited to skip over the elements in what follows which are of an introductory nature.

**Entry into the AGM’S Virtual Meeting Room**

2 As a member of the Wandsworth Liberal Democrats, you have been notified of the ID number and the passcode of the virtual meeting room in the notification of the AGM and its business which issued to you on 29 October by email, or arrived by post at around that date. Entry to the virtual meeting room is possible from a wide range of computers and other electronic devices which connect to the internet. As advised by the AGM notification , you use your electronic device to go to the address <https://zoom.us/join> and fill in the ID number and the passcode.

3 The entry procedure will make use of Zoom’s waiting room procedure, which will work as follows. When you fill in the ID number and passcode, you will find yourself initially in a waiting room, with a message asking you to wait until the person operating the zoom program – known as the ’Host’ - lets you in. The host will start the process of letting those in the waiting room into the meeting room at around 7.25 pm, thus enabling participants to arrive in the meeting room by the start time of 7.30pm in an orderly way.

4 As those familiar with zoom will know, you can put your screen adjusted to either ‘speaker’ or ‘gallery‘ view. The ‘speaker’ view gives you a picture of the speaker filling much of your screen; small pictures of other participants may also be available. ‘Gallery view’ gives an equal sized picture of all the participants. However, if a large number of people are present at the virtual meeting, the Gallery view option may not be able to display all the participants on your screen at the same time.

5 For the purposes of the meeting those other than a presenter or a person speaking to the meeting from the floor will be put on ‘mute’ – which means that they can hear the proceedings, but cannot speak. This prevents background noise in a participant’s residence interfering with the proceedings. Under normal zoom processes, the proceedings will be recorded to ensure that we have a reliable record of the decisions made.

**Speaking to the meeting and asking a question**

6 We are concerned that the processes will provide a full opportunity for members to speak at the meeting, and ask questions, in the same way as they can at a normal AGM based in a physical meeting. As with a normal AGM, the process is one of members who wish to speak or ask questions signalling their desire to the person – be it the chair or a presenter – who is in the lead for the agenda item concerned. The chair/presenter then announces who shall speak next, and the selected person will be unmuted by the Host to permit them to speak.

7 The main difference from a physical meeting is that we will probably need to ask participants to signal a desire to speak, or ask a question, by electronic means. Under this procedure, rather than holding up their hand, a member will use the ‘participants’ control available on their zoom screen to signal their desire to speak. This procedure will be explained in more detail at the start of the meeting. The chair/presenter will announce who is to speak next, in the normal way, and the Host will unmute the selected person to enable their speech to be heard.

**Motions and Voting**

8 The motions to be put to the meeting are being notified to members by email in advance, together with copies of documents under reference in some of the motions. The procedure for taking a vote on a motion, once the meeting has considered it, is operated by the Host. Under this procedure, the Host causes the text of the motion to appear on your screen, accompanied by three small boxes, one for supporting the motion, one for opposing it, and a third for abstaining. To take part in the vote, you click on the appropriate box for registering your choice. Once the chair has declared the time for voting completed, the zoom programme quickly totals the votes cast for each option, and registers the result on the screen of each of the meeting’s participants.

9 If there is a successful proposal to amend a motion at the meeting, the amended motion will be put to the vote.

10 The motions to be proposed to the meeting are to :

* Approve the Local Party’s Accounts for 2019
* Approve a budget for the Putney Fund for 2021
* Appoint an independent examiner for the Local Party’s 2020 Accounts when available
* Approve the constitutional amendment being put forward under Agenda Item 5
* Under Agenda item 6, approve the unopposed candidates for election to their respective positions on the executive committee.