

## Virtual Annual Meetings: Do's and Don'ts

When deciding to host a virtual annual meeting, it is important to remember that the meeting is entirely like a regular in-person meeting, just on a different platform. This document outlines some simple “do's and don'ts” for virtual meetings. Please also reference our [Annual Meeting Resource](#) – all aspects of which must be followed when conducting annual meetings, regardless of location (in-person or online).

### Do's:

Please do

- Ensure the notice of meeting is distributed with the call for nominations for the board and bylaw amendments in accordance with your bylaws.
  - These notifications should be sent and posted electronically via multiple platforms, whenever possible (e.x. email communication to all members, post on your website, etc.).
- Verify that quorum is met and held throughout the meeting.
  - The percentage for quorum should be outlined in your bylaws. If quorum is not met, the meeting is not valid and must be rescheduled.
- Present all items outlined in your bylaws during the annual meeting, including the following
  - Financial report
  - any other reports (President's report, Programming reports, etc.),
  - board election or acclamation, and
  - ratification of the board's actions over the last year (and any interim amendments to the bylaws that were constituted during the season).
- Provide the opportunity for members to engage in the meeting, either via microphone or chat function.
  - We recommend that you put a time limit on each person who wishes to speak in order to keep the meeting as succinct as possible.
- Hold virtual meetings to no more than one hour in length and preferably to between 30 – 45 minutes.
- Create a script for annual meeting presenters to follow. This will help to keep the meeting on topic and on time.
- Utilize a platform or software application that facilitates voting by secret ballot, especially if your bylaws state that voting for board elections must be conducted by secret ballot.
  - Skate Ontario utilizes [Simply Voting](#) as our online voting platform.
  - Ensure that only those who are eligible to vote are able to vote.
  - If your bylaws allow for proxies, please be certain you have the ability to monitor those proxies.

### Don'ts:

Please do not

- Host your meeting on a public platform, like Facebook Live, for example.
  - An annual meeting is a member meeting for your organization and only those eligible to partake should be invited to attend.
- Change the structure of your annual meeting.
  - Your meeting needs to be in real time, so an email chain would not constitute a proper annual meeting.
- Let discussion on one topic run too long.
  - Maintain order during your virtual meeting and if a contentious issue arises, put a time limit on the discussion to stay on track.

