

DESIGN OF A MEETING

CONSIDERATIONS ON SECURITY AND PARTICIPATION FOR A VIRTUAL GENERAL MEETING (COVID-19)

7th October 2020

As we enter the final quarter of the year it appears unlikely that the public health (COVID-19) restrictons will ease to such an extent that a co-operative society can make reliable plans to hold their AGM in a physical setting. On that basis, ICOS recommend conducting your AGM via electronic means. With the caveat that each society must take responsibility for the method and mode for their AGM the platform that ICOS is recommending, and has successfully used for our AGM, is Zoom.

The website is: www.zoom.us

There are different levels of Zoom that can be used for free (restricted use) or paid tiers with access to more functions, the more you pay. As an organisation, you will need to decide what functions you need and how many participants you could possibly need to cater for. The different price plans can be found here

MEETING SET-UP

We would recommend when conducting your AGM on Zoom that you implement as many security features as is possible mindful of the balance to be struck with member ease of access, such as:

- Selecting the registration feature
- Generate automatically a meeting ID
- Select passcode and waiting room
- Select computer audio (you may chose not to select this only but including extra options makes managing the attendees within the meeting more complex)
- Select mute participants on entry

See figure 1 below

REGISTRATION SET-UP

- Pre-registration of all attendees, with comprehensive registration process.
- Attendee access to meetings from one device only. This ensures that the administrator can keep control of who is in the meeting at all times by stopping attendees joining via multiple devices.
- Manual registration to ensure meeting host/co-ordinator can verify the identity of the
 attendee before the link to the meeting is issued. This means that when attendee follows and
 submits on the link for registration the host / co-ordinator manually and in their own time
 cross checks these email submissions against the list of collected legitimate email addresses
- Creating email settings to suit your organisation needs.
- Setting your branding, if needed.
- Creating your polls for voting. While a society may have a custom of approving items on the order of business by a proposer and seconder there is a legal requirement to facilitate a move

to a vote. The Zoom 'poll's function can discharge that requirement. You are advised to set up a poll for each resolution item as a back up at the very least.

We recommend in the notice for your meeting with your registration link that you emphasise the need for attendees check their junk/spam folder if they have not received the registration link and giving the name and contact details of someone within your organisation that can be contacted if an attendee has technical queries prior to the AGM.

See figures 2 - 7 below

PRE-MEETING SET UP FOR THE HOST/MEETING CO-ORDINATOR

We recommend that you consider when is appropriate to approve registration and send the email with access (and passcode) to members. It is possible to do this several days in advance as and when each application for registration is received by the host/co-ordinator. Alternatively, you can decide to do this as one action in the hours immediately preceding the meeting.

We also recommend the host/co-ordinator giving themselves 30 minutes prior to the start of the meeting to ensure everything is set up as needed. For example to:

- Ensure that those who are co-hosting are given co-hosting rights.
- Ensure screen share is turned on to allow for any presentations.
- Ensure that your polls are set up and working correctly.
- Ensure that where on a specific voting matter (more likely to be relevant in a Special General Meeting) a zoom 'break out room' is required that such breakout rooms are ready and waiting and are pre-set to the specifications you need, such as ensuring those who need to move are automatically moved by selecting the correct option.

See Figure 8 below

DURING THE MEETING

We recommend:

- All attendees join the meeting with their microphones muted. The meeting host/co-ordinator can set this prior to the start of the meeting.
- Clarity on how attendees are to comment, question and vote is established by the chairperson
 at the start of the meeting and, if appropriate, standing orders should be addressed
 accordingly.
- If using the polling function within Zoom for voting, everyone within the meeting is able to
 vote apart from those who are host or co-host. If people need to be removed so that only
 eligible voting members are in the meeting, we suggest activating a "breakout room". This
 way staff, executives or non-voting members can be moved smoothly to allow for voting to
 take place. Breakout rooms need to be activated within your account settings before setting
 up your meeting.

Below are links to tutorials that you might find helpful:

Scheduling a meeting

Setting up and customising registration

Enabling and setting up breakout rooms

Creating and using Polls

Adding a co-host

Generating registration and polling reports

If you have any queries on the above, or how Zoom can be used for your Annual General Meeting, please contact Ciara MacLeod on ciara.macleod@icos.ie

FIGURE 1 SETTING UP YOUR MEETING

Registration					
Meeting ID	Generate Automatically Personal Meeting ID 207 897 1523				
Security	✓ Passcode 123455789 ✓ Walting Room				
Video	Hest				
	PartIdpant on off				
Audio	☐ Telephone ☐ ComputerAudio ☐ Telephone and ComputerAudio ☐ 3rd Party Audio				
Meeting Options	Enable Join before host				
	Mute participants upon entry 🗵				
	Only authenticated users can Join				
	■ Breakout Room pre-assign				
	Automatically record meeting				
Alternative Hosts	Example: mary@company.com, peter@schooledu				
	Save Cancel				

FIGURE 2 REGISTRATION SET UP

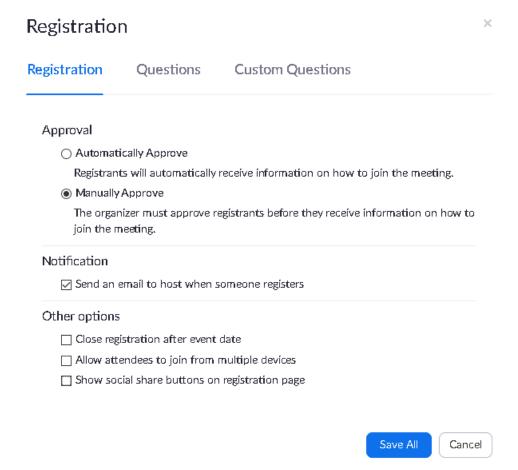


FIGURE 3 REGISTRATION EMAIL SETTINGS

Registration	Email Settings	Branding	Poll		
Email Contact:		Meeting Host, xxx@x	oxie		Edit
Confirmation Ema	ail to Registrants	Send upon registratio	n Send me a preview email	Eng	glish ▼ Edit

Want to invite view-only participants or broadcast the event to up to 10000 participants? Convert this Meeting to a Webinar

FIGURE 4 REGISTRATION BRANDING SETTINGS

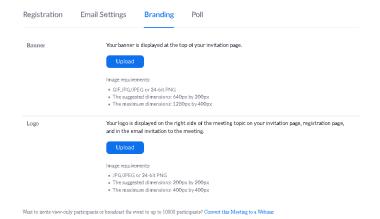


FIGURE 5 CREATION OF POLLS

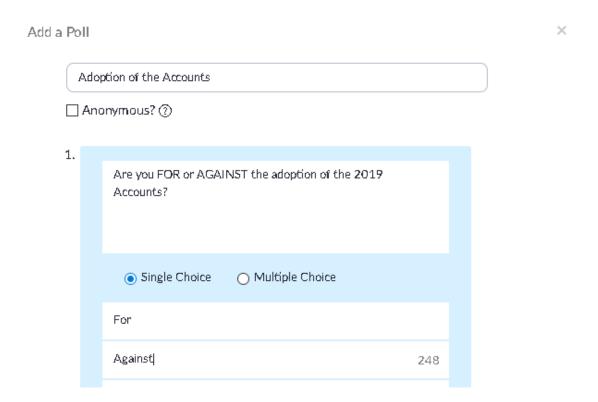
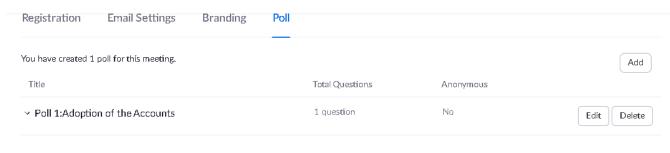


FIGURE 6 CREATED POLL

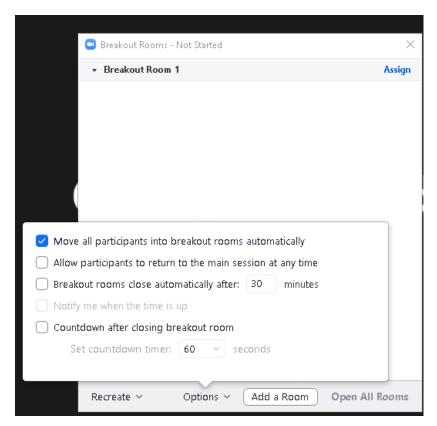


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FIGURE 7 CUSTOMISED REGISTRATION

Registration Registration Questions **Custom Questions** Create Your Own Question You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions. Туре Short Answer ○ Single answer Required $\overline{}$ Question: What is your shareholder number? Cancel Create Save All Cancel

8 Breakout Room Settings



9 SCREEN SHARING, WAITING ROOM, UNMUTE

