



**CONNECTING
MANITOBA**

2022 SPECIAL MEETING OF MEMBERS SUPPORT GUIDE

for Access Credit Union members

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How To Register

The purpose of this meeting is to announce the results of the vote, which will close during the Special Meeting.

Pre-registration is required to attend the Zoom-hosted Special Meeting of Members. Pre-registration will close on Wednesday, January 26th at 5:00 PM CST. As part of the registration process, members must provide the following information, which will be verified against information on file:

- First and Last Name
- Email Address
- Home Address
- Phone Number

To attend the Special Meeting of Members click on the link below:

- **January 27th Special Meeting of Members; 6:00 pm CST**
Go to https://accesscu.zoom.us/webinar/register/WN_D3nOoP_SSxKNuS2lw1PJWA
- Fill in the requested information, and click “Register”.
You will receive confirmation that your registration is pending approval.
This process allows us to authenticate member attendees.
- A confirmation email with your login link will be sent up to 30 minutes prior to the start of the meeting (depending on when you registered). Registered members will be able to watch presentations, and vote on motions through the platform application.

Please retain this information; it is required to access the meeting.

Preparing for the Special Meeting of Members

Verified, registered members will be supplied with unique login credentials. The individual webinar link will permit access to the Special Meeting via the Zoom platform on January 27, 2022. The link will allow access from one device only.

The Special Meeting will begin promptly at 6:00 p.m. Attendees are encouraged to join the webcast 5-10 minutes prior to the meeting start.

TECHNICAL TIPS

- For best results, download the Zoom application to the device that will be used for the meeting. Download the application anytime in advance of the meeting.

Creation of a Zoom account is not required.

- To download the platform onto a computer, visit <https://zoom.us/support/download>.
- To download to a tablet or mobile phone, visit the appropriate app store (Apple App Store® for iPhone users, Google Play™ for Android users) and search for Zoom under applications. Click Download.
- Further instructions on how to join and participate in a webinar can be found on Zoom's resource [page](#).
- Device audio is required. Prior to the meeting, ensure all audio is working and turned on (speakers, headphones, volume checks, etc.).

NOTE: If attendance through the browser is selected (as opposed to running the application from the device), the ability to participate in motions, to view motion results, and to see presentations will be impaired/disabled. In this scenario, participation will be limited to audio only.

Logging into the Meeting

- Click on the meeting link provided in the registration verification email.
- If you require assistance, please contact Zoom technical support.
[Zoom technical support](#) – [Zoom Help Center](#)

A G E N D A

Special Meeting of Members

Thursday, January 27, 6:00 pm CST

Call to Order and Welcome at 6:00 p.m.

• *Introductions and Opening Remarks*

Proof of Due Calling

• *Reading of Special Resolution*

Notice of Quorum

Acceptance of Agenda

• *Motion*

Announcement of Parliamentary

Announcement of Recording Secretary

Appointment of Scrutineers

• *Motion*

Closure of Voting Period

• *Motion*

Announcement Special Resolution Voting Results

• *Motion to Destroy Electronic Ballots*

Call for Meeting Closure

• *Motion*

Responding to Motions

Once logged into the meeting, members will be able to listen live to the Special Meeting of Members, hear all panelists, and may respond to motions.

There will be five (5) motions presented to members: Acceptance of the Agenda, Appointment of the Scrutineers, Closure of the Voting Period, Destruction of Electronic Ballots and Records, and Meeting Adjournment.

- When a motion is put to the membership, those opposed will be asked to make their opposition known by selecting the “Raise hand” feature within Zoom video conference (click manually with mouse or press ALT+Y on the keyboard). Members participating by phone, can press *9 on their phone’s keypad.
- Members will be given 15 seconds to indicate opposition.
- The Chair, meeting moderator, or delegate will announce the results.

Rules Governing the Meeting

The following rules shall take precedence at an Annual General Meeting (the “Meeting”):

- All participants will be muted for the duration of the meeting to ensure a quality audio experience.
- The Chair will announce moved motions prior to presentation to members for response.

Frequently Asked Questions

What platform will be used for the Meeting?

The platform used for this virtual meeting will be Zoom. To get started with Zoom, please visit their getting started [page](#).

What browser should be used for the best attendance experience?

If members opt to join with a browser, and not download the application, the ability to see presentations and to participate in motions may be impaired/disabled. Downloading the application is encouraged for the best attendance experience. If members choose to watch the meeting through a browser, it is recommended that members download the newest version of Google Chrome, Mozilla Firefox, or Microsoft Edge.

Will I need an account to use Zoom?

No, a Zoom account is not required if you are strictly joining Zoom Meetings as a participant. Though you do not need an account to access the application, you will need to download the application to participate. To download the free app, visit your device's app store (Apple App Store® for iPhone users, Google Play™ for Android users) and search for Zoom under applications. Click download.

Will I need to have a webcam on to join the Meeting?

No, you are not required to have a webcam to join the event. During the meeting, you will not be able to transmit video of yourself, and your microphone will be turned off; however, you will be able to listen, vote on motions, and submit questions during the meeting.

What kind of device will I need to attend the meeting?

You can attend interactively from your smartphone, tablet, iPad, or home computer.

For those members participating without a device, you will be allowed to dial in from a regular phone.

Is Zoom safe?

Yes, Zoom keeps privacy and security top of mind for all end users. Zoom did experience some security concerns when demand for its meeting services increased rapidly, but concerns were actively and quickly addressed. For more information about privacy and security at Zoom, please visit the company's [website](#).

Where can I go for more information about using Zoom for this meeting?

Please see the resource page on the Zoom [website](#).