



AGM GUIDELINE: ELECTRONIC PARTICIPATION

The following steps have been taken to allow for maximum participation at the AGM without compromising the effectiveness and legality of the meeting:

- Members must RSVP to receive the link by 26th October 2021 in order to attend virtually.
- Visitors must also RSVP (members will get preference) by 26th October 2021.
- Presenters' laptop will run the virtual meeting and share their screen with attendees of the meeting.
- A designated person will join the virtual meeting as an attendee to closely monitor and raise any questions raised. These will be through the use of the chat bar available in the App or verbally (indicating this by raising their hand).
- All attendees (virtual and physical) are included as part of the quorum.
- All attendees can vote (voting forms have been emailed with instructions to virtual attendees. These forms are to be emailed back within 1 hour after the close of the meeting) The same forms are distributed to physical attendees at the meeting.
- Proxies (whether physically or via email) must be sent to the MMID at least 2 days before the meeting (Thursday, 28th October 2021).
- The allocation of votes will be done according to the membership register with the number of votes recorded on voting cards distributed to physical attendees and recorded on the voting list for virtual attendees.
- The outcome of the vote will be communicated by email and on our social media platforms by close of business on 3rd November 2021.