

# GUIDELINES

## Online AGM

- If the vote is asked for a motion, it will be done anonymously with SurveyMonkey.
  - The email you will provide when registering for the AGM will be the one use for sending you the voting links, so make sure it is the right one.
  - Only certified members who have maintained their status will have the right to vote, as it is mentioned in the by-laws. (2.1, 3.6)
  - If you want to learn more about SurveyMonkey confidentiality and data, please, [click here](#). *(in French)*
- The « Chat » feature will be disabled for the AGM.
- The « Q&R » feature will be used during the questions periods to give the opportunity to talk:
  - Questions will only be accepted AFTER we open the floor for questions. Any questions asked prior to that moment will be ignored.
  - In the « Q&R » window, you will have to write one of the two options:
    - ◆ **I have a question**
    - ◆ **I have a comment**
  - Each member will have a maximum of 2 minutes to ask their question or voice their comment.
  - We will follow the order in which the questions are received in the « Q&R » feature, prioritizing questions, and afterward comments.
  - A total of 20 minutes will be awarded for a period of questions.

