

Community Land Scotland AGM

1st December 2021 at 11am

Zoom housekeeping

We are probably all used to Zoom calls now but please familiarise yourself with the housekeeping for the AGM.

Everyone who has registered will have received a copy of the papers in advance of the meeting however we will upload the documents on Zoom when they are discussed on the Agenda. Documents will need to be downloaded to your desktop before you can view them.

When you join the meeting you will be admitted to a waiting room, everyone will be admitted to the meeting at 11am. Anyone who joins after 11am will be admitted as soon as you ask to join in the meeting.

We need to keep a record of who has attended our AGM and identify how many Members we have attending the meeting, your Zoom display name will be changed to include a prefix for members (M-) and for staff (S-)

Everyone will be muted by default so we won't be disrupted by latecomers or any background noise. However, if you want to talk just click the microphone icon in the bottom bar to mute or unmute yourself. You can also choose to have your camera on or off.

When someone is talking or sharing their screen, please write in the chat box and let us know if you can't see or hear something.

You're welcome to use the chat box throughout, a staff member will be monitoring this.

We will ask for all motions to be proposed and seconded using the chat box, questions are welcome prior to seconding using the chat box or you can unmute your microphone.

If there is a vote we will be asking Full Members of Community Land Scotland to vote using the Polls feature, this will be an anonymous vote and we will have instant results. Non members will join a breakout room while votes take place.