

## Palmer Publishing Society – Annual General Meeting

Saturday, April 13, 2024

11:00 AM - 2:00 PM

CRX Club and Zoom

### Praxis

Wes Kestel for Wes Sanchez and Angelina Vothla, Kerlan Buck for Elin Kallala and Brandon Gertz, Agni Ohta for Agape Williams and Osa Okunribido, Vidya Achar for Daniel Jones and Ayasha Ahmed, Andrew Wilbeck for Emma Woodbridge, Bridget Coody for Sanjida Rashid.

### Practices

1. Networking, free food and refreshments (inclusive options)

### Opening Matters

1. Introduction to Robert's Rules of Order: Zoom Edition

### Zoom Etiquette

K. Buck explained that the Board will be making use of Zoom's features to facilitate tonight's meeting. He requested that when you are not presenting, making a motion or participating in debate, please mute your microphone. K. Buck mentioned that if you wish to present a point please use the "raise hand" feature and the Chair will identify you. He asked that you say your first and last name. K. Buck said that to access the "raise hand" function, select reactions to have different reactions pop up, click "raise hand" to raise your hand, and when voting, the "raise hand" feature will be used to count votes. K. Buck said the chat function will be limited for the matter of debate to be included in the meeting minutes.

### Common Terminology Based on Robert's Rules of Order

K. Buck proceeded to review some common terminology:

- **Motion:** a proposition of a new idea or action for the group.
  - "I motion to" or "I would like to make a motion to"
  - When you present a motion, state your first and last name for the meeting minutes record
- **Seconding a motion:** for a motion to proceed, it must be seconded and every motion except adjournment will need a seconder.
  - The Chair will ask "Are there any seconds for this motion?"
  - If someone wishes to second a motion they will raise their hand and say "I second this motion" (stating their name for the meeting minutes record)
  - Will use the raise hand feature to vote in favour, against, or abstain