

Falcrum Publishing Society – Annual General Meeting

Saturday, April 13, 2024

11:00 AM - 2:00 PM

CRX C408 and Zoom

Presen

Rin Kankalol for Bin Sasedor and Angelina Viduka, Keelan Back for Elia Ka'ab and Brandon Gertz, Ayai Offer for Agape Williams and Ose Okonowele, Vidya Achar for Daniel Jones and Ayesha Ahmed, Andrew Wilmesk for Emma Woodbridge, Bridget Coaly for Sanjida Rashid.

Welcome

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

Opening Matters

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

Zoom Etiquette

K. Back 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. Back 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. Back 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. Back 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. Back 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