

142nd Annual Business Meeting of the Ottawa Field-Naturalists' Club
January 12, 2021, 7:30 p.m.

Notice of Meeting, Registration, and Meeting Procedures

The Annual Business Meeting of the Ottawa Field-Naturalists' Club will be held on January 12, 2021 at 7:30 p.m.

The purpose of this meeting is for members to review the activities of the Club during the past year. The financial situation of the Club will be presented, and members will elect the Board of Directors for the coming year. Committee reports will be tabled that describe the activities of the Club during the year.

Following the business meeting, there will be a fun quiz to test your skills at identifying flora and fauna, and a presentation will be made about rare bird sightings during the year.

Before the meeting, members can download the agenda, financial statements, annual committee reports and nominations for the Board of Directors from our website, <https://ofnc.ca/ofnc-events/annual-business-meeting>.

Online Meeting

This year we are holding our Annual Business Meeting online, due to COVID-19.

The meeting will be conducted using Zoom. You will need to have a (free) Zoom account, and you will need to install the Zoom app on either your computer or smartphone. Please go to <https://zoom.us/> to sign up and download the app.

Registration

Under the Ontario Corporations Act, we need to ensure that all participants in the meeting are members of the Club. The only way that we can do this with reasonable security and simplicity is to require registration before the meeting, through Zoom. You will need to have a (free) Zoom account, and you will need to install the Zoom app on either your computer or smartphone. Please go to <https://zoom.us/> to sign up and download the app.

Each participant needs to register beforehand, with your name and the email address associated with your Zoom account. To register, please click on the link below and complete the form; you'll need to provide your name and email address. The email address should be the one associated with your Zoom account.

If you have a family membership and more than one member of the family wishes to participate as a voting member, each family member needs to register separately (with a separate email address and associated Zoom account).

This link will take you to the registration form:

<https://us02web.zoom.us/meeting/register/tZUrcOctrTMpE9V-TBgR9EbvavaPtSdUG1HU>

After your membership has been confirmed, we will email you another link which will be unique to the email address that you used to register. You'll use this link to join the meeting on January 12.

Joining the Meeting

You will take part ("join") the meeting by clicking on the link that you were sent. When you do that, you will enter a "waiting room". Every Zoom meeting has a "host" who takes care of the technicalities. The host will confirm that you have registered and will let you into the meeting. The waiting room will open at 7:20 p.m. You can join any time between then and when the meeting ends.

When you join, your video will be on, but your audio will be off. Whether you want to have your video on is up to you; you can turn it on or off at any time during the meeting. If you notice any problem with the connection (jittery or freezing video), try turning the video off.

If you cannot connect, you can call the meeting host at 613-274-0396 for assistance.

During the Meeting—Motions and Votes

The ABM is where the membership exercises control of the Club, so voting is very important.

Most votes at the meeting will be standard ones that are presented at every ABM. They concern financial matters, and the adoption of minutes and reports. A complete list of these "standard" motions is available on the OFNC website along with the other meeting documents.

A vote happens when a member moves a motion, e.g., "Moved by Elizabeth Moore, seconded by Jakob Mueller, that the Agenda be accepted as distributed." Every motion needs to be seconded by another member, or it will not even be discussed. If a motion is moved and seconded, then there will be a discussion of the motion. Then there will be a vote.

The standard motions will be made as part of presentations, so the speaker will move the motion and name the seconder.

If you have a question for the speaker, use the chat function to ask it.

If you wish to speak about the motion, say so using chat and you will be recognized, your audio will be turned on, and you will be able to speak to the motion.

If you wish to make a motion, or amend a motion that is being discussed, use the chat function to do so, naming yourself and specifying the motion or amendment. "I, Jane Doe, move that xxxxx." Then there needs to be a seconder: "I, John Doe, second the motion." If there is a seconder, then the motion or amendment will be discussed and voted on.

Votes will be conducted using the "polling" feature of Zoom. This works as follows:

1. For the vote, the host will cause the motion to be displayed on every participant's screen. There will usually be three choices: Yes, No or Abstain.
2. Each member will have 20 seconds to vote, which doesn't sound like a lot of time, but actually is. You will vote by clicking on one of the alternatives.
3. After 20 seconds, the host will end the voting and cause the results of the vote to be displayed on everyone's screen.
4. The chair will declare that the motion has passed or failed.

To make sure that everything is working and that everyone understands the voting process, as soon as the meeting is called to order there will be a vote. It will simply ask "Can you hear and see properly?" If there are technical problems, they will be apparent and we can fix them before continuing.

If you have a technical problem during the meeting, you can send a chat message to the host; please don't telephone or email.

Questions?

Before the meeting, call (613) 274-0396 or email young058@gmail.com. During the meeting, please use the chat function in Zoom.