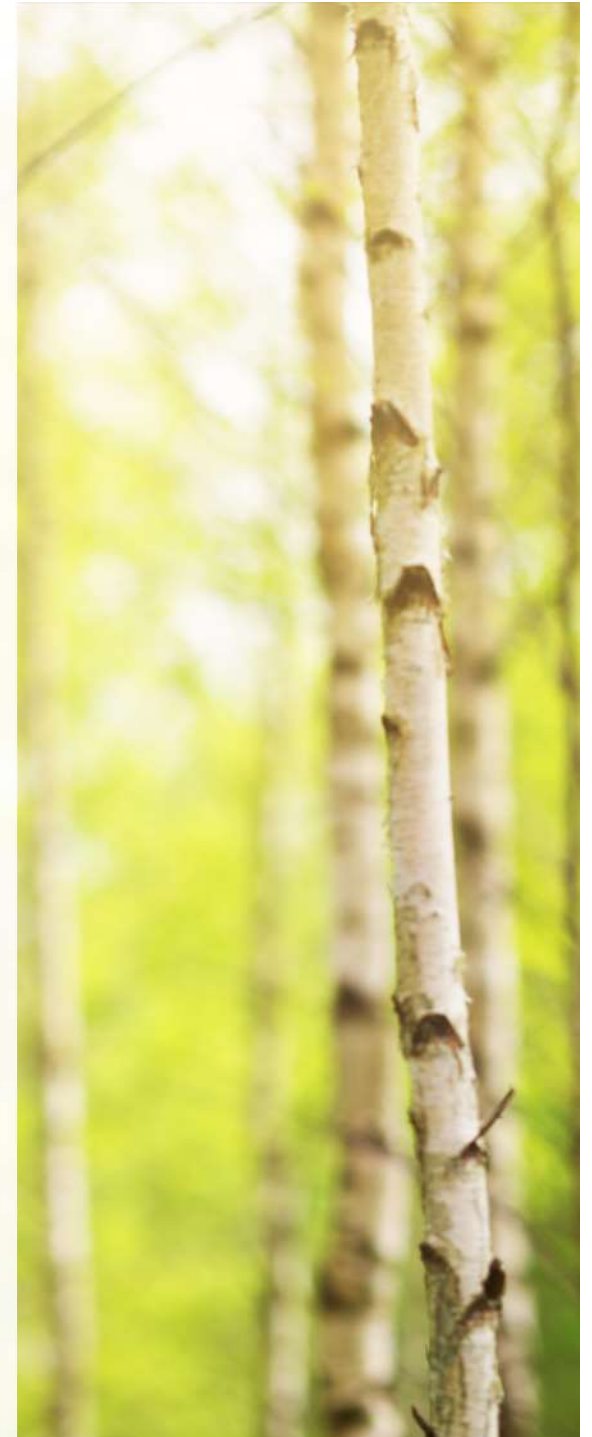




# Instructional Slides for Attending the AGM

MARCH 10, 2021



# How to Access the AGM on March 10



- **To join the NBCU AGM, refer to your AGM Registration confirmation email or reminder email.** You will need to click on the “*Click Here to Join*” link provided in the confirmation email.
- Reminder emails (which will also include the meeting link) will be sent on March 9 and on March 10.
- If you aren’t logged into Zoom when you click the link to join the meeting from your AGM registration confirmation email, **you will be prompted to login to Zoom.**
  - Be sure to login with the same email address and password you used when you created your Zoom account and that you used when registering for the AGM.
  - You should not need to enter the meeting passcode (provided in the confirmation email).

For technical support, please call 416.465.4659 or email: [info@northernbirchcu.com](mailto:info@northernbirchcu.com)

# Getting Started



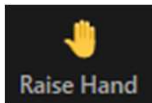
Attendees are **muted** and video is disabled



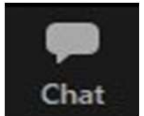
This meeting is being **recorded**



Voting will use **Zoom polls** and **ElectionRunner** for the by-law amendment. Polls will appear in the centre of your screen. You will receive a link to vote in ElectionRunner when the vote is open.



To **second a motion**, raise your hand by clicking on “Raise Hand”.



Use the **Chat for Q&A** to send questions to the panelists. The Q & A will be open for the by-law amendment and during Q & A at the end.



To leave full screen mode in Zoom, **press the Esc key** on your keyboard.



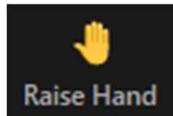
**Support** is available using the contact details below throughout this meeting.



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# How Will Voting Work?

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- To **second a motion**, raise your hand by clicking on “Raise Hand”.



- **Polls** in Zoom will be used for simple yes/no votes. Polls will appear in the centre of your screen when it is time to vote.
- **ElectionRunner** software will be used for voting on the by-law amendment.



- Please have your **email open** so you can easily access your individual link that you will use for voting to be sent by email when voting begins.

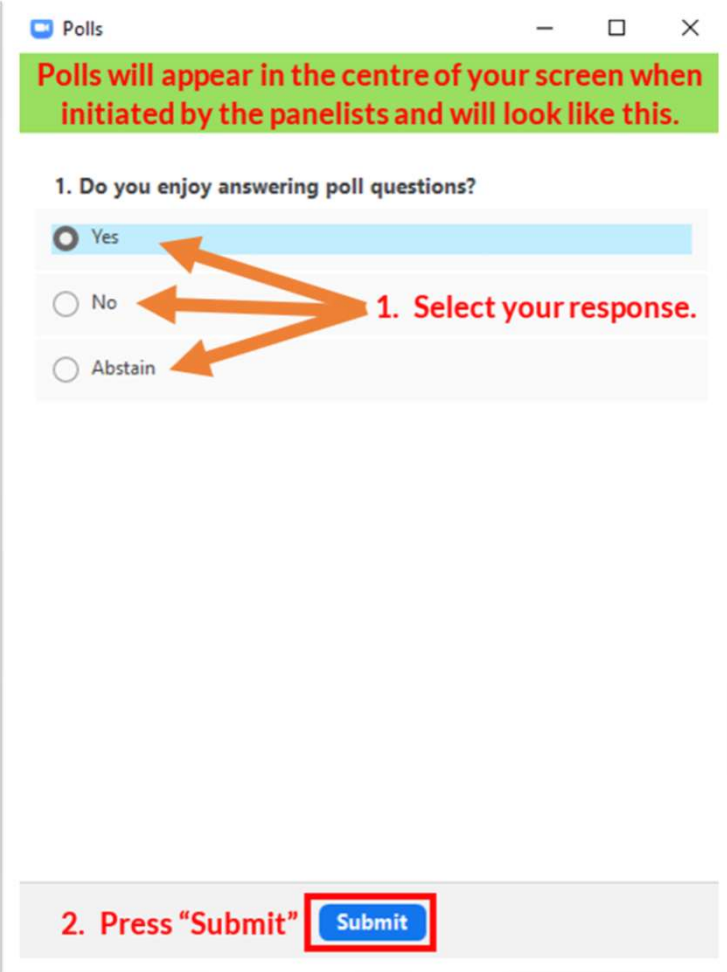
For technical support, please call 416.465.4659 or email: [info@northernbirchcu.com](mailto:info@northernbirchcu.com)

# How To Use Polling

When it is time to vote with a poll, a pop-up window will appear on your screen in Zoom

1. Make your selection
2. Click Submit

Once submitted, you cannot change your vote.



Windows title bar: Polls

Instruction: Polls will appear in the centre of your screen when initiated by the panelists and will look like this.

1. Do you enjoy answering poll questions?

Yes

No

Abstain

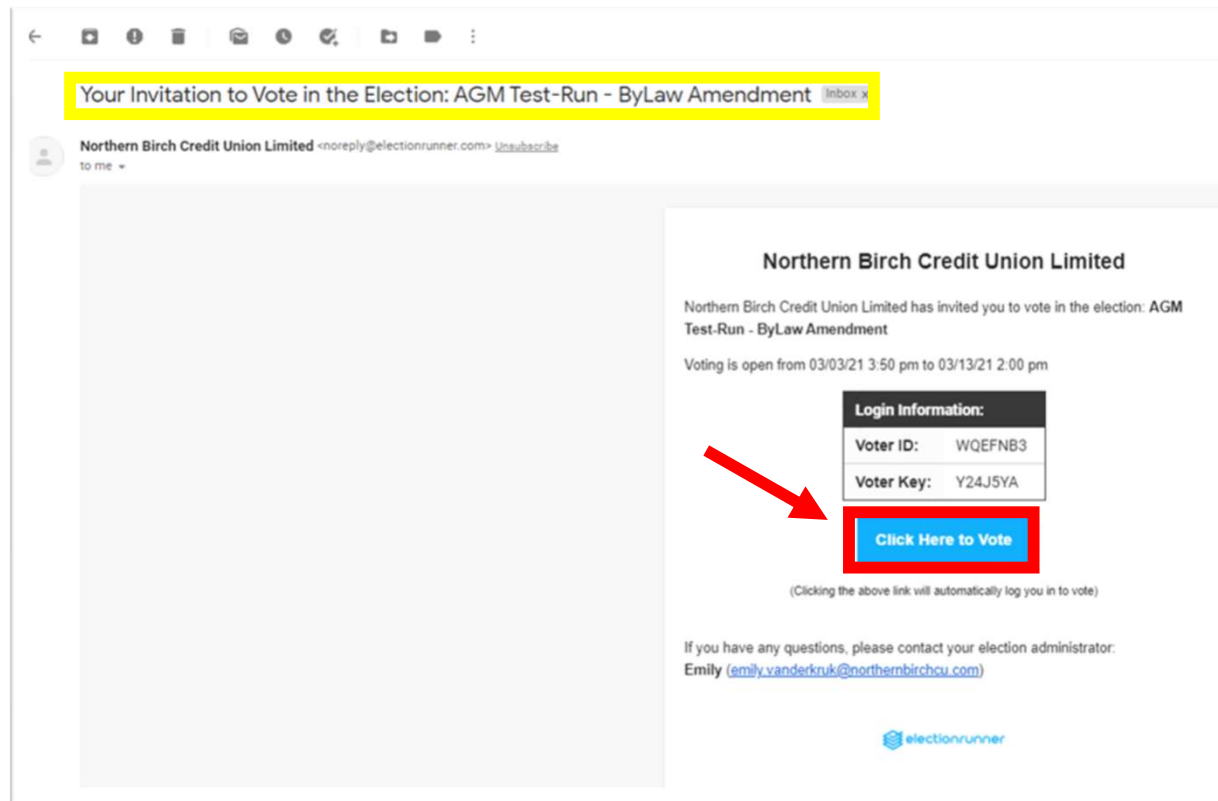
1. Select your response.

2. Press "Submit"

# How To Use Election Runner



1. Find the Election Runner email in your inbox addressed from “Northern Birch Credit Union” with the subject line similar to the one below highlighted in yellow. Once opened, click the blue “Click Here to Vote” button, displayed below in red.



For technical support, please call 416.465.4659 or email: [info@northernbirchcu.com](mailto:info@northernbirchcu.com)

# How To Use Election Runner (cont'd)



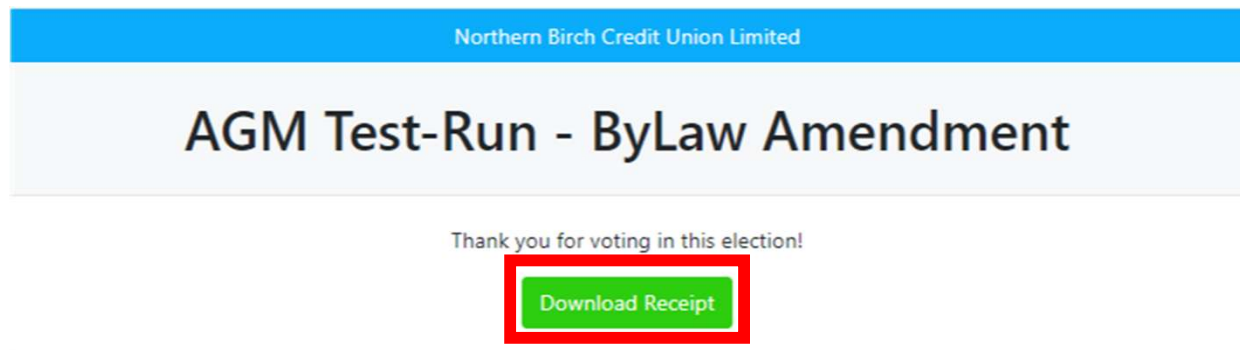
2. When Election Runner opens, select your response to the vote, and click the green "Submit Ballot" button. A confirmation box will appear. Confirm your selection and select the green "Yes" button. You will not be able to change your vote once submitted.

A screenshot of the "AGM Test-Run - ByLaw Amendment" ballot interface. At the top, it says "Northern Birch Credit Union Limited". Below that is the title "AGM Test-Run - ByLaw Amendment". A blue bar contains the text "MOTION: to Approve ByLaw Amendment". Below this is a placeholder "[text of amendment if we want]". Under "INSTRUCTIONS", it says "Select 1 option from the list below." There are two radio button options: "Yes" and "No". Both are highlighted with red boxes. Red arrows point from the text "1. Select your response." to these two options. At the bottom, a green bar contains a "Submit Ballot" button, which is also highlighted with a red box and labeled "2.".A confirmation dialog box with a yellow warning icon (an exclamation mark inside a circle). The text reads "Are you sure that you want to submit your ballot?". At the bottom, there are two buttons: a grey "Cancel" button and a green "Yes" button. The "Yes" button is highlighted with a red box.

# How To Use Election Runner (cont'd)



3. You will be prompted to open your ballot receipt if you would like. To see your ballot receipt, simply click the green “*Download Receipt*” button, displayed below.



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