



## **SAMPLE Participant Instructions for Zoom Meetings**

1. Owners may attend meetings electronically or by assigning their proxy to an eligible proxy holder. A proxy holder must attend the meeting to exercise the proxy assigned by an owner.
2. An electronic address is provided with the notice of meeting which is the location of the meeting.
3. Please join the electronic meeting during the registration period and once you are moved into the meeting room and registered, you will be identified by the total number of votes you represent and a corresponding unit or strata lot number which becomes your virtual voting card.
4. Do not leave the meeting once registered. If your link has failed, please enter the waiting room again and the registrar will identify your voting card.
5. During the meeting, please keep your access muted. If you wish to speak to a resolution or ask a question, please use the "Raise Hand" function to alert the chairperson. Participants on the phone may exercise their vote when it is called by pressing 9. The chairperson will count the votes and then clear the responses for the next vote.
6. Voting will be conducted for matters during the meeting using the participant polling function. For voting on a zoom meeting, only use the "Raise Hand" function or some other voting method identified by the chairperson. This is the same effect as voters raising their voting cards at an in-person meeting.
7. After each vote, the chairperson will declare the results as set out in the bylaws of the strata corporation.
8. In the event a secret or confidential ballot is requested and permitted under the bylaws, a designated scrutineer may be appointed with a designated email address for eligible voters to submit their votes. The scrutineer will provide a report to the chairperson of the result of the votes.