



Zoom Meeting Procedures

Zoom Meeting Requirements

Able Sail Toronto runs most meetings on the Zoom online meeting platform. This platform is compatible with desktop and/or mobile devices and for the full meeting experience, you will require:

- Internet connection
- Computer or laptop
- Speakers and microphone
- Webcam

We recommend that you test your connection well in advance of the meeting.

If you do not have the above capabilities or are having issues connecting to Zoom, please contact am@ablesailtoronto.com for more information on how you can participate.

Meeting Registration

A Zoom account is not required to participate in the meeting, but registration is required to verify that you are an Able Sail Toronto member in good standing and to determine quorum.

1. Registration **must be submitted 48-hours in advance** of each meeting for verification.
2. Registration will be limited to one participant link per unique member.
3. Meeting registration links will be emailed to members only that are eligible.
4. Registration is required to verify that you are a member and registrations will be manually approved once submitted. Please allow 2 business days for this process to occur.
5. Please ensure that your email address is correct when registering or you will not receive the meeting invitation.

Once you have submitted your registration and your registration has been approved, you will receive a meeting invitation that includes a link to the meeting, and a link to the documents related to the 2024 Annual Meeting.

The Board will be taking questions from the floor. To indicate that you would like to speak, please “raise your hand” using the Participants function in Zoom.

During the Meeting

A member may speak once to any single motion for a total of 1.5 minutes (a “20 seconds remaining” will be given); an additional 1 minute is permitted for supplemental question or comment.

Speakers will be selected sequentially by order of hands raised.