LRNSC AGM Sunday 4th October 2026 at 14:00

Instructions/Procedures For Participants

1. Introduction

The AGM will take place in person at the **Hillingdon Cycle Circuit**, Springfield Road, Hayes, UB4 0LP. Members will also be able to follow proceedings via Zoom. However, please note that full voting and "contributions from the floor" will only be available to members attending in person.

This document explains the procedures for the meeting, and how to join if attending by Zoom, and how votes will be taken.

2. General AGM procedures

The AGM will start promptly at **14:00**.

For Committee reports, officers will give a short presentation of their report and then answer any questions. You are encouraged, therefore, to read all reports before the meeting.

When AGM motions are discussed, the proposer will present the motion and then the floor will be opened for comments. Participants will, according to the Constitution, be limited to one intervention. If you share the opinion of someone who has already spoken, you may intervene by simply agreeing with an earlier speaker. Voting on motions is explained below.

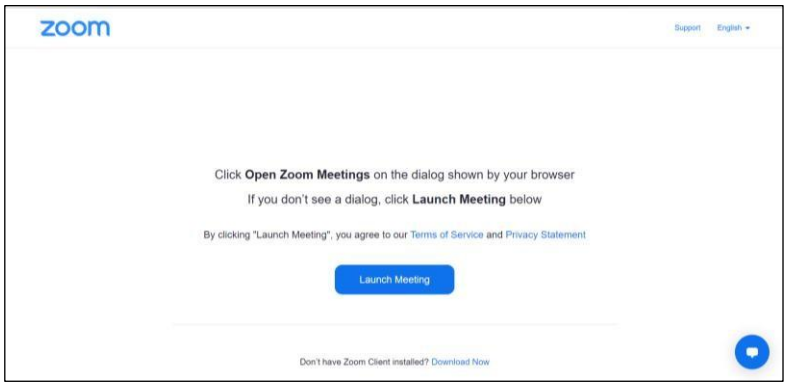
The re-election of Committee members will be done in one single vote, unless you wish individual votes for each officer. In the latter case, please request this before or during the meeting.

Please note: In order to avoid wasting paper, reduce carbon footprint, etc. **no** printed copies of the Agenda or other AGM documents (eg. committee reports, etc) will be provided. Relevant documents will be shared when required on the Zoom screen for Zoom participants and via the TV in the meeting room for Hillingdon attendees. **Any participant wanting a paper copy should print their own.**

3. Joining the AGM by Zoom

Join the meeting by clicking the meeting link (which will be emailed out to you if you will attend by Zoom). You do not need to already have a Zoom Account, nor to set one up.

You are advised to start getting your device (laptop, phone, etc.) ready/set up 10 minutes before the official start time of **14:00**; the meeting will be active by then. However, you can still join at any time after the AGM has officially started. When clicking on the link, the following screen should appear, provided that you don't try to connect before the link is active:

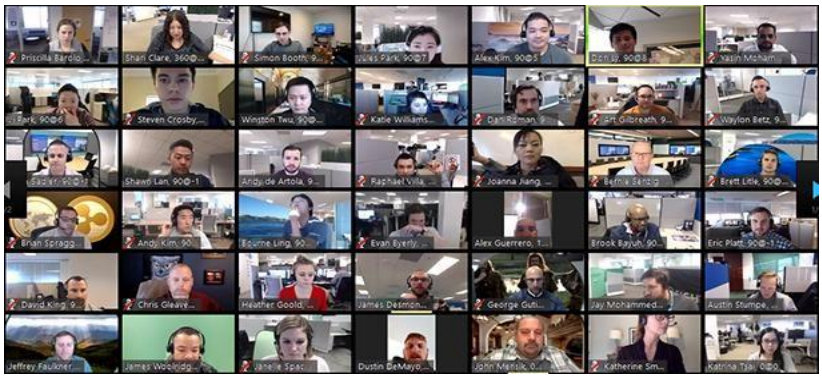


If you do not have Zoom installed on your device, click the Download Now link. Click on Launch Meeting which will take you to the meeting. If invited, in a small box, to Open Zoom meetings, click to do so.
On most devices, you will need to click "Join Audio", "Join with Computer Audio", or "Audio" to access the audio settings.

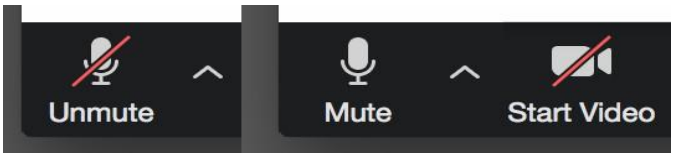
You do not need a webcam to join the Zoom AGM Meeting. You will continue to be able to listen and view the webcam video of other participants **(however, due to the limitations of the microphone on the webcam used to video the AGM, it may not be possible for Zoom participants to hear contributions from the floor)**

For more instructions on using Zoom, see https://support.zoom.us/hc/en-us/articles/206175806

We recommend that you set your view to "**Gallery View**" (click on the icon at top-right). This lets you see thumbnail displays of participants in a grid pattern (see below), which expands and contracts as participants join and leave the meeting. We also advise you to ensure your volume is close to maximum



Participants will join with their **Microphones** set to "Mute" - please do not "unmute" - this will help ensure that the meeting isn't drowned out by background noise. To be viewable by others via your web/phone cam, click on the **Start Video** icon so that it doesn't have a red line.



Leaving the meeting: you can leave the meeting (and re-join) at any time by clicking the "Leave" button. When the Chair has wound up the AGM, the Zoom meeting will be terminated.

4. Voting

Voting will only be possible for those attending the AGM in person. Voting will be required on Committee members and AGM motions (formal voting should not be needed on the Minutes of the last AGM, approval of the Annual Report or approval of the Accounts). Where a vote is required, we will use the following procedure.

1) Attendees will be asked to vote "For" each motion by raising your hand, then "Against" then if "abstaining".
2) If it is clear that a substantial majority exists either "For" or "Against" a motion (recognising that any change to the Constitution requires a 2:1 majority in favour), the motion will be accepted or rejected without a count.
3) If there is no clear majority, a count will take place. The Chair will ask you to raise your hand if "For", then if "Against" then if "Abstaining". Please keep your hand "up" until asked to put it down.
4) The Chair will announce the result of any count once it is concluded.