

# 2020 D18 Virtual Fall Business Meeting

Sunday, September 20, 2020 @ 2:00pm EST, Online

At the Virtual Fall Business Meeting, we will be voting to approve the...

- District Budget
- Appointed District Officers
- Select type of Speech Contest held during 2021 Spring Conference

Voting members **MUST** [register](#) by 8:00PM EST on Friday, September 18 in order to receive a ballot emailed to them. Those who register after that time may attend the meeting but will not be able to vote. **All members are invited to attend.** Registration is required.

## VIRTUAL CONFERENCE INSTRUCTIONS

- Register under the email you will be attending the business meeting with
- You will only be allowed to join the meeting with the email you register with
- Join the meeting via computer and/or phone (preferably computer, as there will be visuals)
- Zoom will be used to conduct this year's virtual business meeting
- Meeting connection(link) details are sent from Zoom following registration.
- The email you receive will contain a unique link. Do not forward this email to others.
- Thoroughly read and follow the instructions as provided in your registration confirmation email for all necessary connection details for the business meeting.
- Consider saving the meeting connection(link) details to your calendar

## HOW TO ASK QUESTIONS

- Each side ('opposed' and 'for') will be called upon one at a time, starting with the opposed
- When the Chair invites discussion, type into the Q&A the following...
  - Your Name & Club Office Role
  - Name & Number of Club (**locate & learn your club number prior to the meeting**)
- You will be recognized and unmuted by the Moderator, then muted again when done.
- You will have one (1) minute to speak

## HOW TO VOTE

- [Election Buddy](#) will be used to conduct voting during the virtual business meeting.
- A Test Vote will be sent a day prior to the business meeting
- The email you receive will contain a unique code. Do not forward this email to others.
- **Reminder: Only voting members who have registered by 8:00 PM on Friday, September 18 will receive a link to vote via email.**
- If you have any questions with respect to the online voting, please email D18 Parliamentarian at [parliamentarian@toastmasters-d18.org](mailto:parliamentarian@toastmasters-d18.org)