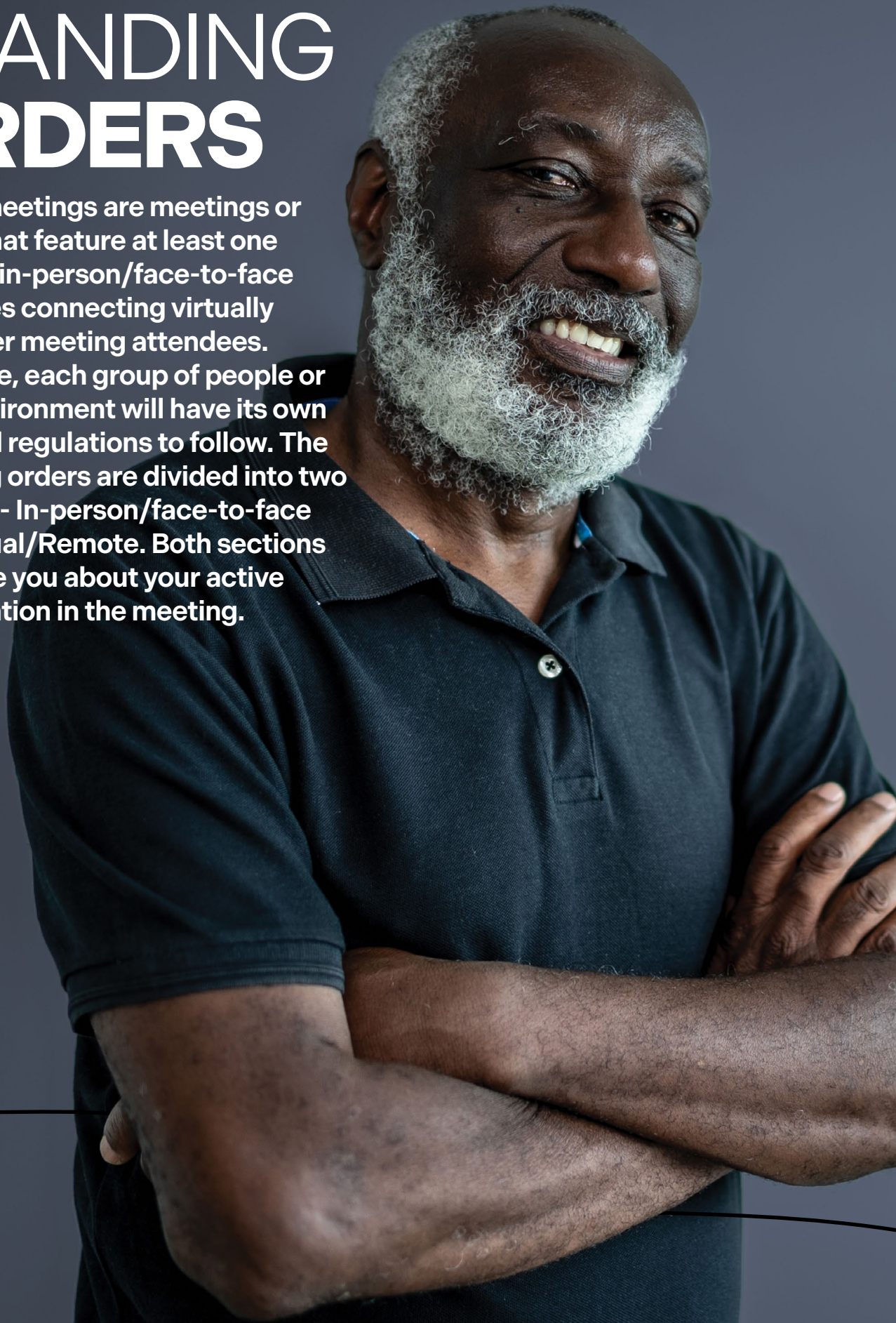


STANDING ORDERS

Hybrid meetings are meetings or events that feature at least one group of in-person/face-to-face attendees connecting virtually with other meeting attendees. Therefore, each group of people or each environment will have its own rules and regulations to follow. The Standing orders are divided into two sections - In-person/face-to-face and Virtual/Remote. Both sections will guide you about your active participation in the meeting.



IN-PERSON/FACE-TO-FACE ATTENDANCE

- A member will stand when addressing the Chairperson and shall identify himself/herself.
- A member's contribution shall be clear and relevant to the subject before the Meeting.
- A member shall address the meeting when called upon by the Chairperson to do so after which, he/she immediately takes his/her seat.
- No member shall address the Meeting except through the Chairperson.
- A member may not speak twice on the same subject except:
- He/she is the mover of a motion - in which he/she has a right to reply, or
- He/she rises to object or explain (with the permission of the Chair).

VIRTUAL/REMOTE ATTENDANCE:

By default, members' microphones and cameras are turned off for the duration of the meeting, except when allowed by the Chairperson to make audio/video contributions to the meeting.

To make a contribution, a member shall:

- a. Type in the Q&A to post questions to the Chair.
- b. Use the "Raise hand" function available on the Zoom platform,
- c. Wait to be recognised by the Chairperson.

A member shall address the meeting **ONLY** when called upon by the Chairperson to do so. The member must:

- a. Ensure they are named correctly when joining the meeting to be recognised by the Chair.
- b. If called upon by the Chairperson to ask a question via audio, the member would be allowed 2 minutes to do so.
- c. For members who were allowed to submit audio questions, members are asked to mute the microphone at the end of the contribution.

A member can also use the "Chat" feature via "Q&A" to:

- a. Ask a question,
- b. Raise a point of order,
- c. Raise an objection,
- d. Signal the need for the urgent attention of the Chair,
- e. The AGM moderator shall collate all matters raised via the Chat and transmit same to the Chair.

All members are asked to utilize the Help Desk to share any issues they are having so that the team can troubleshoot during the session with minimal interruptions.

BOTH IN-PERSON AND VIRTUAL ATTENDANCE:

Members must:

- a. Keep their phones on Silent and NOT on Vibrate to avoid distractions.
- b. Ensure that their microphone is muted when taking any urgent calls.
- c. Ensure that their contribution is clear and relevant to the subject before the Meeting.

A member may not speak twice on the same subject, except: