

Dear Member

As a result of the membership consultation and the feasibility test, the Executive is happy to be able to send out the Formal Notice for a joint physical / virtual AGM, and also to offer advance balloting, both electronic and postal. (Physical AGM subject to no increase in lockdown restrictions in the Leeds area.)

The following list of arrangements gets complicated, so please read this carefully before selecting your preferred choices, and look at the email attachments.

NOTE if you need paper copies sending to you, please get in touch.

## **VOTING**

At the AGM itself, voting in the hall will be conducted by show of hands, as usual.

Zoom voting at the AGM is conducted using Zoom Polling: at each vote, when a Poll is activated, you will see an Options Box on your screen, and you can select one option (the Poll displays the total cast for each option back to the Meeting Host).

If you are sharing a computer at home: Zoom only offers one vote per computer so we suggest that one person votes in advance.

**Advance voting** will be conducted using TWO Ballot Papers:

- Ballot 1 – Constitutional Changes – a paper of the proposed changes, and a ballot paper for these (both attached to this email)
- Ballot 2 – all other items – this will be circulated after 14<sup>th</sup> Sept: that is the closing date for nominations and members' resolutions. Therefore we have to wait until we know if there are any before ballot 2 can be sent to you.
- If you wish to send in postal ballots before the AGM, we suggest waiting until you receive the second, then submit both together.
- Remember if you vote in advance, you must not vote at the AGM itself.
- Ballot paper 1 is attached to this email – in two different formats – either MS Word or .pdf. You can choose one of the following options:
  - Print a copy and complete it, so as to send by post - if so, we suggest waiting until you receive the second, then submit both together.
  - OR Fill in one copy on screen, save it and email it back
  - OR use the SurveyMonkey link to submit your choices on line (this online survey is the first of two, and mirrors the ballot paper)
    - <https://www.surveymonkey.co.uk/r/7RXHHKP>
    - Or QR code - attached
- You will be offered the same options for completing Ballot Paper 2

## **ATTENDING BY ZOOM**

A Zoom invitation will be sent out by email to every member with an email address (even if you have given your apologies – please note you do not have to give them again).

This link will NOT be sent out until after the Executive Committee has conducted its Dress Rehearsal – so you will only receive this a few days before the AGM.

The Zoom invitation will contain

- A standard internet link (in blue and underlined) that can be clicked on, to enter the meeting
- A meeting number. On some devices e.g. Smartphones, users find they need to enter the number rather than use a link
- AND a password – which you need to enter, whichever sort of device you are using

You need to make sure that YOUR NAME (rather than just e.g. ‘iPad’) shows on the Participants List: how to change this, plus further information about using Zoom on different devices, and about attending the AGM on Zoom, can be found in the ‘Some Help With Zoom For AGM’ document attached.

### **ATTENDING The AGM At Moor Allerton Sports & Social Club**

Because of COVID, we will not be handing out any papers. If you choose to attend, you will need to bring the AGM papers with you. Attachments to this email include:

- The Formal Notice – which is also the agenda for the AGM
- The Minutes of the previous AGM – which must be approved by the meeting, as a correct record
- The Chairs’ Report – which must be approved by the meeting
- The paper about Constitutional Changes and Ballot Paper 1 (as mentioned above)

### **Other points about MASSC attendance**

- The Executive Committee has also decided that, this year, we will not take a collection for charity, because we do not want anyone to need to handle cash
- There will be a maximum attendance of 55
- All attendees would need to go straight to a seat, and remain seated throughout (apart from going to toilet)
- All attendees will need to wear masks
- There will be no refreshments
- At the end of the meeting, all would need to leave the building without lingering
- MASSC main entrance is used to enter the building only; the fire exit is used to leave. This is a stepped exit; wheelchair users will need to use the main entrance once access is clear
- Hand sanitiser is provided at the entrance.

The Financial Report has not been included among the attachments to this email as it is currently being checked, and will be circulated later, probably with the second Ballot Paper and any revisions.

ALL documents will shortly be available on the U3A Leeds website

<http://www.u3aleeds.org.uk/>

Yours sincerely

Sue Buchan

Secretary, U3A Leeds

[Susannah.buchan@sky.com](mailto:Susannah.buchan@sky.com)

32 Eden Mount, Leeds LS4 2TD