

Guidelines for Virtual participants for SCCS AGM 2026

Date: 15 March 2026

Time: 2PM-4PM

(meeting room opens at 1.50pm)

Join Zoom Meeting

<https://us06web.zoom.us/j/89996086340>

Meeting ID: 89996086340

Passcode: 825433

GUIDELINES FOR AN EFFECTIVE ZOOM MEETING:

1. Please **join the meeting 10 minutes** before the meeting time.
2. Please **download the latest version of Zoom** and ensure proper connectivity and take device batteries are functioning properly
3. Please **sign in with your full name** for security check purposes
4. Help everyone focus:
 - Don't have side conversations.
 - If you aren't talking, mute or turn off your microphone.
 - Avoid noisy activities like typing while your microphone is on. - Please choose a background where noise is minimized.
5. Pre-reads for the meetings
Link to AGM Article here - <https://sccs.org.my/agm/>. Please read them before the meeting
6. Please note that the Meeting will be recorded for minutes purposes.
7. Please **ensure that cameras and microphones are functioning** prior to the meeting. Ensure that your chosen meeting space is as presentable as possible since the background will be on camera. If you would like to test out Zoom for your internet capacity, the camera or microphone, please contact us 1-2 days prior to the meeting.
8. **Close all unnecessary software during the meeting** to maximize bandwidth and keep distracting notifications from displaying.

To get the most benefit from meeting together to discuss the issues at hand, and to allow everyone to participate, please agree:

- to demonstrate a commitment to the meeting by **being present in the meeting room and ready to begin at the commencement time.**
- to address all comments to the Chair and keep to allocated time for speaking.
- to assist the minute taker and each other by **identifying ourselves before we speak**
- to **raise a hand to signal our wish to speak**
- to **keep to the issue being discussed**
- to **refrain from side discussions**, to listen with attention to other speakers and not to interrupt them
- to respect the order of people wishing to speak

HOW TO HANDLE MOTIONS AND DISCUSSION

When making or seconding a motion, please turn on your mic, and state your name. Because there is often a little lag-time in virtual meetings, it is **extremely important** to pause and allow a full ten-to-fifteen seconds of silence for discussion before calling for the vote, if needed.