

condovoter

Virtual Meeting

About

Your virtual meeting will be hosted by CondoVoter using the webinar platform on Zoom. All attendees will NOT be visible (you do not need a webcam) and will only be able to speak at certain points in the meeting as directed by the Chair. You will need a microphone in order to speak.

Registration

Registration for the virtual meeting will open at the same time that the notice of meeting is sent out to you. Registration will remain open until the meeting commences. The notice of meeting email that you receive will include a link to register for the virtual meeting. **You can register for the virtual meeting at any time up until the start of the meeting**, by clicking on the link provided in the email. You will receive a confirmation email with a link to access the virtual meeting once registered.

Calling in by telephone

A dial-in number can be used to call into the virtual meeting by telephone. **Owners that call into the meeting will only be able to listen and will not be able to participate in the virtual meeting.** Please contact management to receive the dial-in number.

Attending the virtual meeting

Once registered, you will receive a confirmation email with a link to access the virtual meeting. Use this link to enter the virtual meeting. You will be directed to the "waiting room" until the virtual meeting commences.

Participating in the meeting

At the virtual meeting, there will be a "**raise hand**" option at the bottom of your screen. Attendees will be able to ask questions only after raising their hand and being called upon by the Chair. Attendees will not be visible on camera and will be muted until the Chair calls upon them to speak. At that point, attendees can choose to unmute themselves and participate in the meeting. The CondoVoter Moderator will explain the process for raising hands and asking questions at the start of the meeting.

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Online Voting

Advance online voting

Advance online voting will commence at the same time that we send you the notice of meeting. The vote will remain open until and throughout the meeting to also allow for real-time online voting. You will receive a link on the notice of meeting email which will take you directly to your online voting portal. Here, you can access the ballot. You can begin to cast your votes as soon as you receive that email. You can change your vote at any time until voting is closed, by accessing the voting portal through the same link and selecting a different option.

Real-time online voting

As an owner, you can participate both in **advance voting** and/or **real-time voting**. Either way, the process is the same - click on the link in your email and cast your vote! Your votes are not final until the vote is closed. If there is an election at the meeting and candidates are nominated from the floor, CondoVoter will send you a further voting email with a direct link to vote after the nominations have closed. This will allow you to cast or change your votes during the meeting if you so choose.