

FAQs for Annual General Meeting, April 23, 2026

This FAQ covers the following guidelines for the Annual General Meeting (AGM):

- Governance Process and Participation
- Technology
- Safety and Accessibility

Governance Process and Participation

1. When can I and others speak at the meeting?

There will be question-and-answer periods during dedicated sections of the agenda.

Normally you must add your name to the speakers' list (see question 2 below). Certain pressing issues can be raised at any time. *Examples are points of order or points of privilege, as follows:*

- You can raise a point of order if the rules are not being followed.
- You can raise a point of privilege if your participation in the meeting is being hindered or if you need to raise an equity concern related to your participation.

2. How do members get added to the speakers' list?

If you are attending in person, a microphone will be available at the front of the OISE Auditorium. A staff member will ensure that an additional microphone is available to accommodate any accessibility requirements.

If you are attending online, you must use the 'Raise Hand' function in Zoom to enter the queue to speak. Members who wish to speak will have the opportunity to do so, time permitting. The Speaker will alternate between in-person and virtual speakers.

3. What rules govern the meeting?

Article 10.8 provides that Robert's Rules of Order will govern the conduct of our Association meetings (provided the Rules are not inconsistent with the Constitution or the Bylaws). Please also see the [Quick Reference Guide](#) below.

4. How will the voting take place at the meeting for members who attend in person or online? Can I vote if I dial into the meeting?

Whether attending in person or virtually, all votes will be cast electronically via a Zoom poll during the meeting. To be eligible to vote, you must register in advance, be provided with a Zoom link and log into the Zoom meeting with the same email address you used to register.

If you dial into the meeting, you **will not** be able to vote in an online poll.

5. Will my vote be anonymous?

Yes, your vote will be anonymous. We will screen-share the results of the vote at the meeting.

Technology

6. I'm attending the AGM online. What do I need to know?

After you complete your online registration, you will receive a confirmation email with the Zoom link for the meeting. That email will be sent by faculty@utfa.org. Please check your "Other" folder in your email account if you did not receive a confirmation email. ***Please ensure that you log in to Zoom with the same email address used to register, as the link will not work for a different email address.*** The link gives you access to the meeting, allows you to participate in the Zoom Poll (to cast your votes), and adds you to the speakers' list by using the Raised Hand function.

7. Do I need to download the Zoom app to participate in the meeting?

Yes. To participate in the AGM – even if you are going to the meeting in person – you must have the Zoom app installed on your smartphone, tablet, or computer to participate fully. You will not be able to join the meeting from a smartphone browser or tablet browser.

The Zoom app is free to download and use.

- For Apple devices, please download from the App Store.
- For Android devices, please download it from Google Play.

For more details on technology, please click here to see our '[Zoom Cheat Sheet](#)'.

Please note: You must be logged into your Zoom account with the email you used to register for the AGM.

8. Why is this meeting being held via Zoom Webinar?

Zoom Webinar has proven to be a stable tool to hold meetings with a large number of attendees. Zoom Meetings with over 100 participants often experience technical issues, particularly for participants who join via telephone or who have weaker internet connectivity.

9. I'm attending the AGM in person. What do I need to bring with me?

You must bring a smartphone, tablet, or laptop. Please arrive 15 minutes early for check-in and have your confirmation email or a piece of ID ready to present.

Whether you are attending in person or online, you are required to log in to Zoom to vote.

We will not be providing refreshments until after the meeting at the Social. You may wish to bring your own water bottle.

10. I didn't know if I would be available to attend, but now I can. May I register in person at OISE?

As long as you have a device that is connected to the internet, you will be able to register online for the in-person event. Once your registration has been verified, you will be sent a Zoom link that will allow you to join the meeting and participate. There will be no devices available for use by attendees at the meeting.

11. I'm sure I registered, but I didn't receive a link for the meeting. What do I do now?

Please check your "Other" or junk folders in your email account for the confirmation email. If you did not receive the confirmation email, please email faculty@utfa.org, and we will confirm your details and resend the Zoom meeting link.

12. If I forget to bring my electronic device to the in-person meeting, can I attend the meeting?

Yes, you can attend the meeting; however, you won't be able to cast votes since voting will be done electronically.

13. If I forget to bring my electronic device to the in-person meeting, can UTFA provide me with a device?

No, UTFA will not have any extra devices to provide to members.

14. My device is running low on battery power. Can I plug into an outlet by my seat in the auditorium?

No. There are no electrical outlets in the seating area. Please ensure that your electronic device is fully charged or bring a power bank with you.

15. What happens if Zoom is experiencing a widespread outage?

In the unlikely event that Zoom goes down, UTFA will move the meeting to a Microsoft Teams Webinar. All registrants will be emailed a new registration link for the Teams Webinar, and the meeting will proceed as planned.

For more details on Teams Webinar features, please see our [Teams Cheat Sheet](#) here.

16. Is it possible to view the Zoom Webinar with Closed Captions?

Yes, the Zoom Webinar Closed Caption settings will be enabled for the AGM.

17. Is it possible to use the Chat feature during the meeting?

The Zoom Webinar Chat feature will be disabled.

18. Is it possible to post a Reaction during the meeting?

The Zoom Webinar Reactions feature will be enabled to include the Selected emojis 👏 👍 😂 😊 ❤️ 🎉 (e.g. clap, thumbs up, laugh, etc.)

19. Will I be able to ask a question during the meeting?

There will be question-and-answer periods during dedicated sections of the agenda. The Speaker will alternate between in-person and virtual speakers. The Speaker will allow as many questions as time permits. Members who do not have the opportunity to ask their questions are encouraged to email faculty@utf.a.org or advice@utf.a.org and we will respond after the AGM.

If you are attending in person, a microphone will be available at the front of the OISE Auditorium. A staff member will ensure that an additional microphone is available to accommodate any accessibility requirements.

If you are attending online, the Q&A and the Raise Hand feature will be enabled.

Questions asked through the Q&A feature may be answered via the Zoom Q&A feature or verbally. To ask a question, you must use the Raise Hand function, and the Speaker will put you in the queue.

The Q&A and Raise Hand features are located in the bottom toolbar.

Safety and Accessibility

20. Is the OISE Auditorium accessible?

Yes, the Auditorium is accessible.

21. Will there be breaks?

None are scheduled. If one is needed, members can make a motion for a short break.

22. Will refreshments be served at the meeting?

No. A water bottle filling station is located on the OISE main floor for members to use with their own water bottles. A post-AGM Social is being held on the Faculty Club patio, located at 41 Willcocks Street, from 4:00 - 6:00 p.m. following the meeting.

23. What steps has UTFA taken to address safety, security, and collegiality around this AGM?

Only UTFA members in good standing and guests invited by the UTFA Executive will be permitted to enter and participate in the meeting.

UTFA takes the safety of its members very seriously. UTFA will not accept any behaviour or conduct that may be reasonably construed as harassing or violent.

All members are expected to listen to the person who is speaking and rightfully has the floor, focus on the issues and not personalities when speaking, avoid questioning motives, and be polite. Members who fail to meet these expectations may be asked to leave the meeting.

Quick Reference Guide

Quick Reference Guide				
	Open for Discussion	Can be amended	Vote count required to pass	May be reconsidered or rescinded
Main Motion (Approval of AGM Minutes)	Yes	Yes	Majority	Yes
Amend Motion	Yes		Majority	Yes
Defeat a motion			Majority	Yes
Limit Debate		Yes	2/3rds	Yes
Close Discussion / Call the question			2/3rds	Yes
Refer to a committee	Yes	Yes	Majority	Yes
Postpone to a later time	Yes	Yes	Majority	Yes
Postpone indefinitely	Yes	Yes	Majority	Yes
Adjourn			2/3rds	