



# KINGDOM SACCO SOCIETY LIMITED

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## GUIDELINES FOR DELEGATES FOR ADM ONLINE ATTENDANCE

The Online Delegates are required to adhere to the following: -

1. **How to join** – Use the Link send to you with the password. Log in with your FULL NAME and MEMBER NUMBER and wait for the host to verify and admit you.
2. **Background Noise** – Mute your mics and use EARPHONES to follow.
3. **Written comment-** Use chat log for comments. Use simple English or Swahili and avoid unclear language.
4. **How to propose or second a resolution/motion-**
  - Raise your hand to speak and wait for the right time to be allowed to propose or second a resolution.
  - Unmute and start with you MEMBER NUMBER then your FULL NAME
  - Mute after talking.
5. **How to end a comment** – “THANK-YOU” or “AM DONE”.
6. **Dress code during the meeting** – Ensure you are presentable.
7. **Environment during the meeting** – When moving about or using lavatories, please mute and disable video. Avoid an environment with kids, as much as possible.
8. **Bundles utilization** – You will be processed an allowance for internet bundles to facilitate your online attendance to the ADM.