Preparations for the Special General Meeting (SGM)

Dear Member

The Small Business Association of Barbados (SBA) will convene a Special General Meeting (SGM) on **Thursday November 5, 2026, at 3:00pm** and will again adopt a virtual platform for the hosting of the meeting.

The virtual meeting complies with the company's Bylaws, Part 13.3.

According to the Bylaws, if the quorum of 20 members is not met within the specified time (whether for technological or other reasons), the meeting will automatically be adjourned to a fixed time and place, and no other business will be transacted.

Enclosed for the review and guidance of members, are the rules for the virtual meeting including online voting. The rules are designed to ensure compliance with the association's Bylaws to the extent reasonably possible in the circumstances, and that members are given the fullest opportunity to participate. Members can submit any questions or comments on the rules and arrangements for the SGM in the ensuing days.

We look forward to your participation at the SGM on **November 5, 2026.**

Dr Lynette Holder
Secretary
Board of Directors

Rules for Virtual SGM

1. **Login information** The SBA's secretariat will e-mail members the registration link for the meeting which will be conducted on the Zoom platform. Upon receipt of the meeting link, members should proceed to test compliance with their technical system requirements for participating in the meeting. Members will be required to provide their **business name and membership number** to be admitted to the meeting.

2. **Login time** The Zoom meeting platform will be available for login at least 30 minutes before the start of the meeting.

3. **Technical requirements and malfunctions** Each Member is responsible for meeting the minimum technical requirements for his or her audio and Internet connections and to test his or her ability to participate in the meeting by signing into the online meeting room prior to the start of the meeting. No decisions taken at the meeting shall be invalidated or found void on the grounds that the loss of, or poor quality of, a member's individual technical connection prevented his or her participation in the meeting.

4. **Standing Orders,** The Standing Orders for the meeting will be communicated to members prior to the start of the meeting. The Chairman reserves the right to cause or direct the muting of a member's connection if, in the Chairman's view, it unduly interferes with or seriously disrupts the meeting. A member may appeal the Chairman's decision(s) under this rule, which appeal is not subject to debate on the floor, nor shall it be put to a vote. The Chairman's decisions under this rule, shall be announced during the meeting and recorded in the minutes.

5. **Assignment of the floor** Members will automatically be muted on joining the meeting. To seek recognition by the Chairman, a member shall use the "raise hand" feature of Zoom and wait to be recognised by the Chairman. Once recognised, the member will be "unmuted" and invited to speak.

6. **Questions to the Chairman and technical staff** Questions may be submitted using the "chat" feature of Zoom, and the Chairman or technical & administrative staff will respond privately via chat unless otherwise requested by the member. A member who wishes a response to be directed to the entire meeting should request recognition by the Chairman using the "raise hand" feature.

7. **Voting at SGM** In order to comply with the By-laws, voting will only be permitted during the meeting and only members in attendance at the meeting will be permitted to vote. The Chairman shall initiate the voting process, and direct members on the procedures to follow to cast their vote/s for the bylaw amendments. Unless otherwise indicated by the Chairman, voting will be by the “raise hands” feature on the Zoom platform.

8. **Webcams** Given the number of expected participants, only the Board of Directors, and the CEO will display their webcams during the course of the meeting. The list of members who have logged into the meeting will be visible to all participants.