

ZOOM TIP SHEET

VOTING

GENERAL VOTING ISSUES

Have a discussion with the leadership about the wider voting issues to consider in your meeting, for example: eligibility, confidentiality and the verification of eligible voters.

- Do you need a preliminary motion to allow adherents to vote?
- Will you have multiple voters in one household?
- Will you have attendees on the phone?

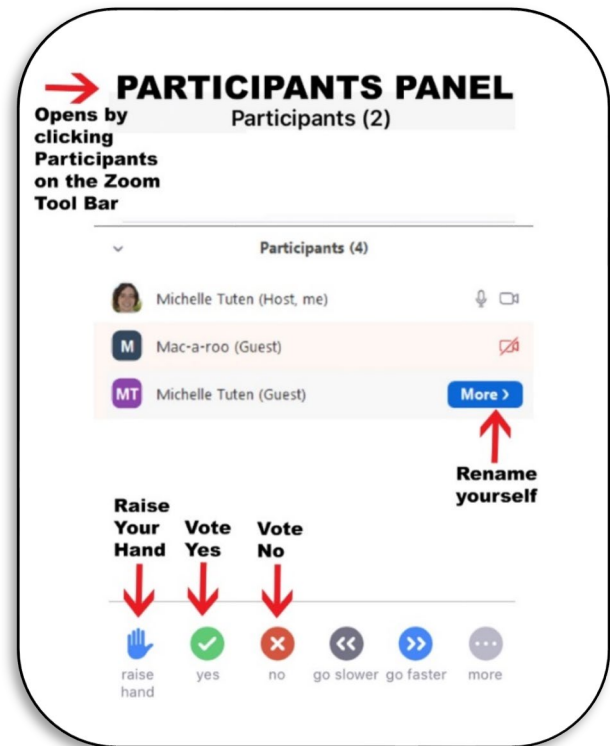
Please see the document linked on the [Governance in Congregations During COVID-19](#) website of The United Church of Canada for more information about meeting requirements.

VOTING IN ZOOM

- **Practice and Give Clear Instructions** Once you have decided which features you are going to use write out the instructions and take time in the meeting to go through them. Include a practice vote on a silly topic in your orientation session so everyone can see how it will work. Be cautious about using multiple tools – like Yes/No buttons and Raise Your Hand –as participants may become confused. Be as clear as you can be, for example: “Yes/No is for voting and Raise Your Hand is for questions”. Stress the importance of only voting once with your participants.
- **YES/NO buttons** on the Participants Panel allows for a vote similar to a raised hand vote in a gathered meeting. YES/NO votes are tallied by Zoom. Tell people to leave their vote selected until the host/cohost clears it.
- **Raised Hands**. In Participants Panel people can also raise their hands to signal their agreement/disagreement in response to a question. However, we recommend that you not use this for voting, but keep it designated as the way to ask a question or raise a point of order.
- **Renaming** Use the re-naming feature in your Participants Panel to help sort out your voters list. Corresponding and non-voting participants can add a “Z” in front of their name which will push their names to the bottom of the list and help with scrutineering. Households with multiple participants can include the names of those present and the number of votes.
- **Polls** Anonymous voting is possible by creating a poll that can be launched in the meeting. The polling feature for meetings allows you to create single-choice or

multiple-choice polling questions for your meetings. Polling must be enabled in your Zoom account. It is helpful to set them up in advance of your meeting in the meeting settings. Only the host can launch the poll. Take a screen shot of the results just to be sure of capturing the tally. The poll results can be shared on screen with participants or verbally. If you are planning to use a poll, practice it in rehearsal with your cohosts. Telephone participants cannot respond to a poll so you will need to provide another option for them. See Zoom Support Polling for Meetings <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

- **Voting by Phone** If you have phone-in participants you need to have a separate round of voting to include them. Participants on the phone can only Raise Their Hands by pressing *9. They cannot access polls or the Yes/No buttons.
- **Chat** Attendees can use the chat to vote, or use the chat to abstain. This is an option for places where there are multiple voters in one household. Ensure a cohost is assigned to collect these votes.
- **Negative Voting** Some groups have chosen a negative voting pattern to simplify the voting process. That is, they call the no votes first to see if the motion is defeated or carried.
- **Multiple Members one device:** If you have more than one person in a household who is eligible to vote and they are logged in together, one person can vote using the Yes/No buttons and the other can vote in the chat (Jim Smith says Yes).



VOTING OUTSIDE OF ZOOM

- **Email** votes can also be collected by one person during the meeting.
- **Ballots** can be created on a separate website using a form or with a Google form, however this requires people to navigate to the site while in the meeting.
- **A paid third-party voting service**, like [Simply Voting](#) can be used for complicated ballots. It works based on a list of accredited voters who receive a personalized email link to vote. The vote can still happen within a designated time frame using this service.

SAMPLE SCRIPT FOR PARTICIPANT ORIENTATION TO VOTING

Open the Participants Panel with the icon on your main toolbar. Find the row of icons that are displayed after the names. We are going to use the green and red Yes and No buttons to vote, and we will practice that it in a minute.

If you wish to abstain from a vote, please type ABSTAIN in the chat box. If you have an amendment please also use the chat box to type it in.

There will be a separate round of voting for those who are participating on the phone and you will be asked to use *9 to raise your hand at the appropriate time. Don't worry about lowering your hand, we will do that for you.

When the host shares their screen with a proposal, the program may put you into full screen mode and you might lose the chat and participant panels. To get these back click 'Chat' and 'Participant' on the Zoom toolbar (usually at the top of your screen when sharing is turned on). They will reappear in the centre of your screen but you can move them to the side by clicking on the top of the pod and dragging it over.

SAMPLE TECH SCRIPT FOR TEST VOTE

Host, Chair and 3 Scrutineers

Chair: It is time to do a practise vote. I invite you to look at the motion now on your screen. Re-open your Participants Panel and Chat if your screen has adjusted.

Host shares motion on screen, spotlights Chair; mover; seconder; lead scrutineer

Chair reads motion out loud:

TEST MOTION by <mover> and Seconded by <mover>

Understanding that everyone can get a little “hangry” at times, it has been suggested that all future meetings should involve a Skip the Dishes delivery of coffee and muffins.

Chair: You have heard the test motion before you. It is now time to vote. If at any time you have a point of order, in lieu of a procedural microphone, we ask that you please raise your blue hand in the participants panel and type 'PT OF ORDER' in the chat box to <procedural cohost> and we will address it. Those voting on a computer, please open your Participants panel now and use the voting buttons to vote 'yes' or 'no.' If two people are on one computer, one person use the voting buttons and one type 'yes' or 'no' into the chat box to <scrutineer 2>. Those who wish to abstain, please type the word ABSTAIN into the chat box to <scrutineer >. Please vote now. (pause)

- Scrutineer 1 counts yes/no #s in participants panel
- Scrutineer 2 sends chat to Scrutineer 1 with total # of yes and no votes from chat if there are two people voting from the same location;
- Scrutineer 2 sends chat to Scrutineer 1 recording abstentions;
- Scrutineer 3 sends chat to Scrutineer 1 if there are email votes;
- Scrutineer 1 counts them all and keeps a tally

Scrutineer 1: Those votes are counted. (Host clears the votes)

Chair: Those voting by phone, if you are voting 'yes', please press *9 now. (pause)

Scrutineer 1: Those votes are counted. (Host puts hands down)

Chair: Those voting by phone, if you are voting 'no,' please press *9 now. (pause)

Scrutineer 1: Those votes are counted. (Host puts hands down)

Chair: Those voting by phone, if you wish to abstain, please press *9 now.

Scrutineer 1: Those votes are counted. (Host puts hands down)

(scrutineers tally all votes and Scrutineer 1 announces the tally)

Scrutineer 1: Chair, the vote is # for, # against, # abstentions

Chair: The motion has/has not passed.

LINKS

[Governance in Congregations During COVID -19](#) , The United Church of Canada

[Getting Audience Feedback in Your Meeting](#), Zoom blog

[Zoom Support Polling for Meetings](#)

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