ZOOM TIP SHEET

VOTING

January 28, 2021 Based on Zoom Version 5.4.9.

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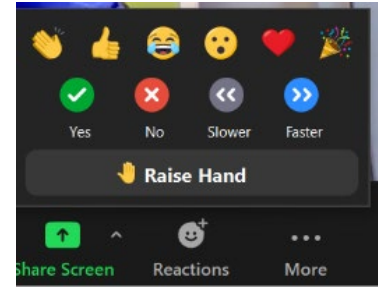
- Do you need a preliminary motion to allow adherents to vote?
- Will you have multiple voters in one household?
- Will you have attendees on the phone?

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.
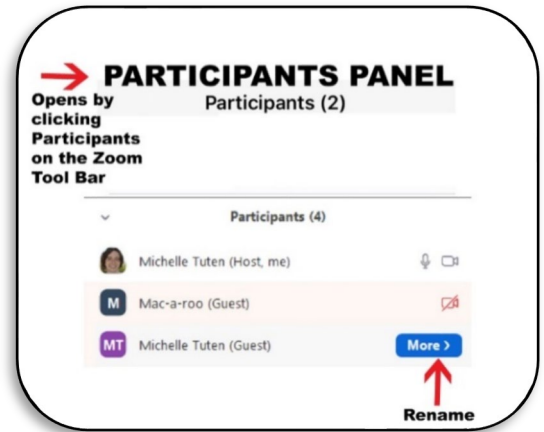
VOTING IN ZOOM

- **Voting Options** have changed in recent updates of Zoom. The YES/NO buttons which were previously on the Participants Panel have moved to the Reactions Icon on the Zoom Toolbar and fade after ten seconds. So the YES/NO feature is no longer an effective tool for voting, unless you want to use it as very quick straw vote to get an impression, without worrying about an absolutely accurate count. The Raise Your Hand feature does remain active until the hand is lowered by the host or the participant, so this feature would allow for counting results. If not all participants have updated their version of Zoom, some may still have the raise your hand feature on the Participants panel. In your technical rehearsal run through a complete voting process to see how your team experiences the process.
- **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. Stress the importance of only voting once with your participants.

- **Raised Hands**. In Reactions icon on the Zoom toolbar people can raise their hands to signal their agreement/disagreement in response to a question. Raised hands can be lowered by the hosts/cohosts or the participant themselves.
- **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. Cohosts can rename themselves related to the function they are playing in the meeting.
- **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** Participants on the phone can only Raise Their Hands by pressing *9. They cannot access polls or the reaction 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 Raised Hand feature and the other can vote in the chat (i.e. Jim Smith In Favour).

VOTING OUTSIDE OF ZOOM

- **Email** votes can also be collected by one person during the meeting. You may want to offer this option if people are also participating in your meeting through a livestreaming service outside of Zoom.

- **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 TECH SCRIPT FOR TEST VOTE

Spotlight: Host, Chair and Scrutineers

Host: Open the Participants Panel with the icon on your main toolbar. Find the Reactions icon on your Zoom toolbar. We are going to use the Raise Your Hand feature 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 and direct that message to <scrutineer>. If you have an amendment please also use the chat box to type it in and direct it to <cohost>.

If you are voting by phone you can Raise your Hand by pressing *9. Don't worry about lowering your hand, we will do that for you.

If two people are on one computer, one person raise their hand and one person type "in favour" or "opposed" into the chat box to <scrutineer 2> when the question is asked.

(Describe the email option if you are using that channel for people voting while watching the Livestream).

When we share the 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.

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. Locate the Reactions icon on your Zoom Toolbar which may have moved to the top of the screen from the bottom.

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, type 'PT OF ORDER' in the chat box to <procedural cohost> and we will address it.

Those voting on a computer, please Raise Your Hand in the reactions icon if you are in favour. If you are voting by phone press *9. Those who wish to abstain, please type the word ABSTAIN into the chat box to <scrutineer >. All in favour, raise your hand. (Pause to allow for counting.)

- Scrutineer 1 counts raised hands in participants panel
- Scrutineer 2 sends chat to Scrutineer 1 with total # votes from the chat
- 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)

Repeat the process for those voting opposed.

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

Zoom Support Polling for Meetings

Zoom Support Non-verbal feedback and Reactions

CANADIAN SHIELD
REGIONAL COUNCIL
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SHINING WATERS
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