Diocese of Fredericton

Voting on Zoom Business Meetings

This document is intended to provide some help with how to hold a vote within a Zoom meeting using the built-in Reactions feature.
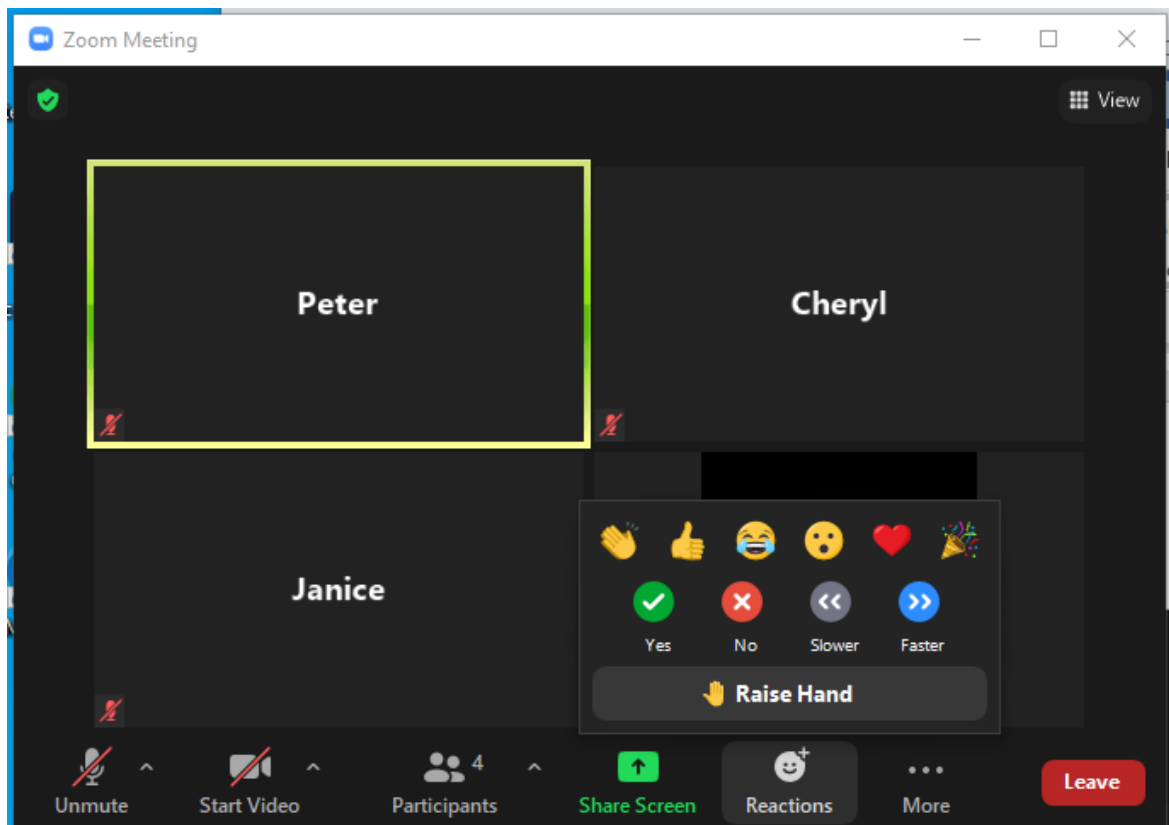
For Meeting Participants

The following are recommended:

- Use the Raise Hand reaction to ask to speak or to move or second a motion.
- Use the Yes and No reactions to vote on a motion.
- For those joining only by telephone: Press *9 to both raise hand and signify a "yes" vote.

Using Reactions

Each meeting participant (other than a host or co-host) will be able to access Reactions from the function bar at the bottom of the Zoom window. The function bar appears by scrolling the mouse over the bottom of the window.
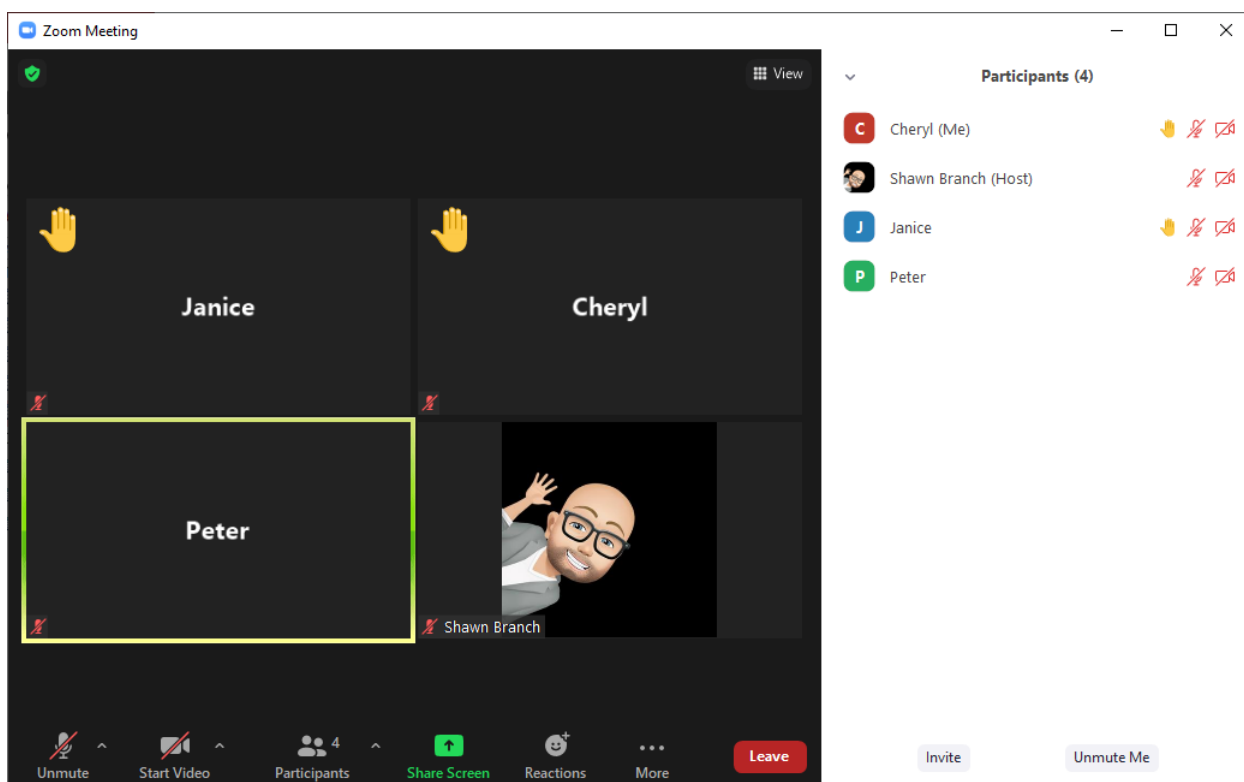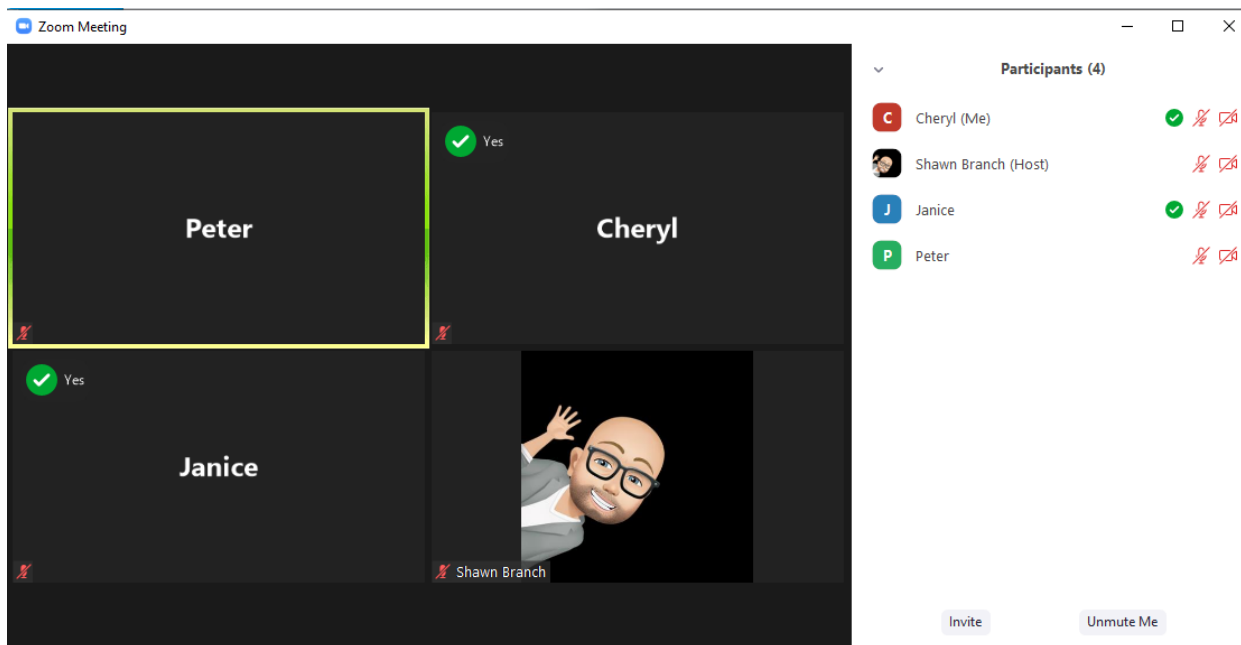
For Meeting Leaders

Notes:

- Reactions (raised hands and yes/no votes) can be viewed both on individual person blocks as well as in the Participants list – see pictures below.

- The host, and any co-host, cannot use Reactions so it is important to assign the host role to someone not voting, at least for the voting portion. Note: if you are using a diocesan Zoom account, ask your scheduler for the code to Claim Host.

- A hand stays raised until that person or the host/co-host "lowers" it.

- A YES (checkmark in green circle) or NO (x in red circle) reaction stays for just a few seconds so the scrutineer should be ready to review the Participants list before the chair calls for the vote. If votes are to be counted, it will be helpful if:
  - the chair calls for YES and NO votes separately, and
  - the scrutineer pays attention to the number of participants in the list; it may be easier to count the names not voting and subtract from the total.

- Chair and scrutineer(s) should be familiar with these items before actual meeting begins. You can normally test Zoom in advance of the time you have it booked for as long as no one else is using the account.

Viewing Reactions (select Participants from the function bar to open the Participants list)

- Raised hands:

- Yes votes:

- No votes: