# Diocese of Fredericton

# **Voting on Zoom Business Meetings – for Meeting Hosts**

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

The following actions are covered:

- Using the Raise Hand reaction for participants to ask to speak or to move or second a motion.
- Using the Yes and No reactions for participants to vote on a motion.
- Using the polling feature for participants to vote when there are multiple options (for example, to choose delegates to Synod).
- Note: for participants joining only by telephone: they should press \*9 to both raise hand and signify a "yes" vote.

### Managing Actions

The host, and any co-host, cannot provide a Reaction or respond to a Poll, so it is important to assign the host role to someone not voting, at least for the voting portion.

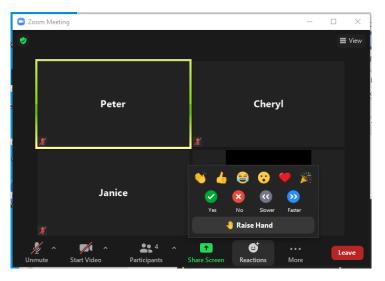
If you are using a diocesan Zoom account:

- If you only need to use Reactions, ask your scheduler for the code to Claim Host.
- If you need to use Polling, please contact Cheryl Jacobs at the Bishop's Office.

The meeting chair, Zoom host(s)/scrutineer(s) should be familiar with these items before the 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.

#### **Using Reactions**

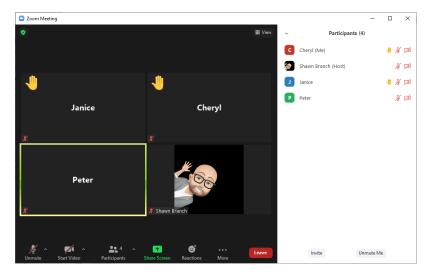
Each meeting participant (other than a host or co-host) will be able to access Reactions from the function bar at the bottom of the Zoom window. The function bar appears by scrolling the mouse over the bottom of the window.



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.
- 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:
  - o 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.

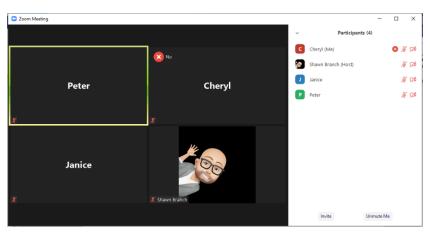
• Raised hands:



• Yes votes:

S Zoom Meeting			-		×
		×	Participants (4)		
	🛹 Yes	C	Cheryl (Me)	ø	<i>¥ 1</i> 26
		<b>1</b>	Shawn Branch (Host)		<i>¥ 1</i> 26
Peter	Cheryl	J	Janice	0	¥ 🕬
i etci	chery:	P	Peter		<i>¥ 1</i> 26
X	ž				
✓ ν <sub>α</sub> Janice	Shave Branch				
			Invite Unmute	Me	

• No votes:



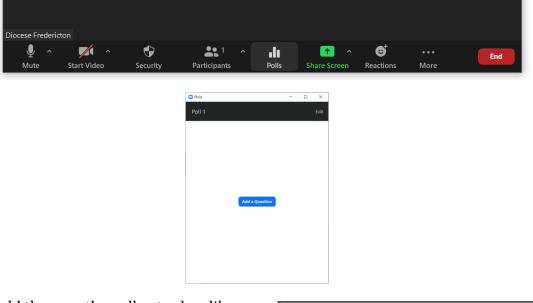
#### **Using Polling**

### Create a poll:

1. In advance of meeting: using Zoom in web browser, select (open, not edit) the Meeting. Find **Poll** at the bottom of the meeting information and click **Add**.



2. Or, once meeting is in progress: select **Polls** in the menu bar, then select Add a Question.



You should then see the poll entry box like this:

Ent	er a title for this poll.	)
🗹 Ar	nonymous? ③	
1.		
	Type your question here.	
	Single Choice     Multiple Choice	
	Answer 1	
	Answer 2	
	Answer 3 (Optional)	

Add a question title, check Anonymous, select Multiple Choice, and add the options.

Anonymous? O 1 Vote for two (2) of the following, and vote for a 3rd person as long as at least one of the names you select is indicated ag (8-35). 122 O Single Choice O Multiple Choice Ann Anderson Bob Baker (18-35) Carol Caroler Don Donald (18-35) Ellen Every Frank Further Answer 7 (Optional) Answer 8 (Optional) Answer 9 (Optional) Delter Clare Choice	Dele	gates to Synod		
Vote for two (2) of the following, and vote for a 3rd person as long as at least one of the names you select is indicated af (18-35).         Image:	🗹 And	onymous? ⑦		
long as at least one of the names you select is indicated af (18-35).     222     Inn Anderson     Bob Baker (18-35)     Carol Caroler   Don Donald (18-35)   Ellen Every   Frank Further   Answer 7 (Optional)   Answer 9 (Optional)   Answer 10 (Optional)	1.			
Image: Single Choice     Ann Anderson   Bob Baker (18-35)   Carol Caroler   Don Donald (18-35)   Ellen Every   Frank Further   Answer 7 (Optional)   Answer 9 (Optional)   Answer 10 (Optional)		long as at least one of the names you select is indicated as		
Ann Anderson         Bob Baker (18-35)         Carol Caroler         Don Donald (18-35)         Ellen Every         Frank Further         Answer 7 (Optional)         Answer 8 (Optional)         Answer 9 (Optional)         Answer 10 (Optional)		122		
Bob Baker (18-35)Carol CarolerDon Donald (18-35)Ellen EveryFrank FurtherAnswer 7 (Optional)Answer 9 (Optional)Answer 10 (Optional)Deter		O Single Choice   Multiple Choice		
Carol CarolerDon Donald (18-35)Ellen EveryFrank FurtherAnswer 7 (Optional)Answer 8 (Optional)Answer 9 (Optional)Answer 10 (Optional)Delete		Ann Anderson		
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Ellen EveryFrank FurtherAnswer 7 (Optional)Answer 8 (Optional)Answer 9 (Optional)Answer 10 (Optional)Delete		Carol Caroler		
Frank FurtherAnswer 7 (Optional)Answer 8 (Optional)Answer 9 (Optional)Answer 10 (Optional)Delete		Don Donald (18-35)		
Answer 7 (Optional)         Answer 8 (Optional)         Answer 9 (Optional)         Answer 10 (Optional)         Delete		Ellen Every		
Answer 8 (Optional)         Answer 9 (Optional)         Answer 10 (Optional)         Delete		Frank Further		
Answer 9 (Optional) Answer 10 (Optional) Delete		Answer 7 (Optional)		
Answer 10 (Optional) Delete		Answer 8 (Optional)		
Delete		Answer 9 (Optional)		
		Answer 10 (Optional)		
+ Add a Question		Delete		
		+ Add a Question		
Save			/e Cance	

## Launch poll during Zoom meeting:

Click **Polls** in menu bar, then **Launch Polling**.

Diocese Fredericton Mute Start Video	Security Participants Polls Share Screen Reactions More
	Polls – □ ×
	Polling 1: Delegates to Synod Edit
	1. Vote for two (2) of the following, and vote for a 3rd person as long as at least one of the names you select is indicated as (18-35). (Multiple choice)
	Ann Anderson
	Bob Baker (18-35)
	Carol Caroler
	Don Donald (18-35)
	Ellen Every
	Frank Further
	Launch Polling

Participants will see the poll as this:

Polls		-	$\times$
Delegates	s to Synod		
1. Vote for two (2) of the follow as long as at least one of the na (18-35). (Multiple choice)			
Ann Anderson			
Bob Baker (18-35)			
Carol Caroler			
Don Donald (18-35)			
Ellen Every			
Frank Further			
Sul	omit		

You will see results as they come in:

Click **End Polling** when you believe everyone has voted.

Polls	-		×
Delegates to Synod in Progress		0	:14
Attendees are now viewing questions	1 of 1 (	(100%) v	oted
1. Vote for two (2) of the following, and vote f long as at least one of the names you select is (18-35). (Multiple choice)			as
Ann Anderson		(1/1) 1	00%
Bob Baker (18-35)		(0/1	) 0%
Carol Caroler		(0/1	) 0%
Don Donald (18-35)		(1/1) 1	00%
Ellen Every		(1/1) 1	100%
Frank Further		(0/1	) 0%
End Polling			

View the results:

Polls	-		×
Polling 1: Delegates to Synod			Edit
Polling is closed		1	voted
1. Vote for two (2) of the following, and vote long as at least one of the names you select i (18-35). (Multiple choice)			as
Ann Anderson		(1/1)	100%
Bob Baker (18-35)		(0/	1) 0%
Carol Caroler		(0/	1) <b>0%</b>
Don Donald (18-35)		(1/1)	100%
Ellen Every		(1/1)	100%
Frank Further		(0/	1) 0%
		(0/	1) 070
Share Results Re-launch	Polling	)	

**Share Results** shares with everyone in the Zoom meeting – should likely not be used if this is an official vote.

**Re-launch Polling** will cancel all current results and allow participants to vote again. If you need both sets of results, create a second poll with the same question(s).

Results can also be viewed back in the web browser Meeting info under Poll until the meeting ends.

Click the **Download** button to view the full report for this poll, which shows what each participant chose, instead of the percentages of each choice. This will allow you to check for spoiled ballots.

- If registration was turned on and the poll was not anonymous, it will list the participants' names and email addresses.
- If registration was not on, the polling report will show the profile names of unauthenticated participants and the names and email addresses of authenticated participants.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.

## Multiple Questions and/or Multiple Polls

If you have multiple polls set up, you will see a drop-down list of polls. Choose the poll you want to launch and click **Launch Poll**.

Multiple questions within a poll will show up at the same time when poll is launched.

