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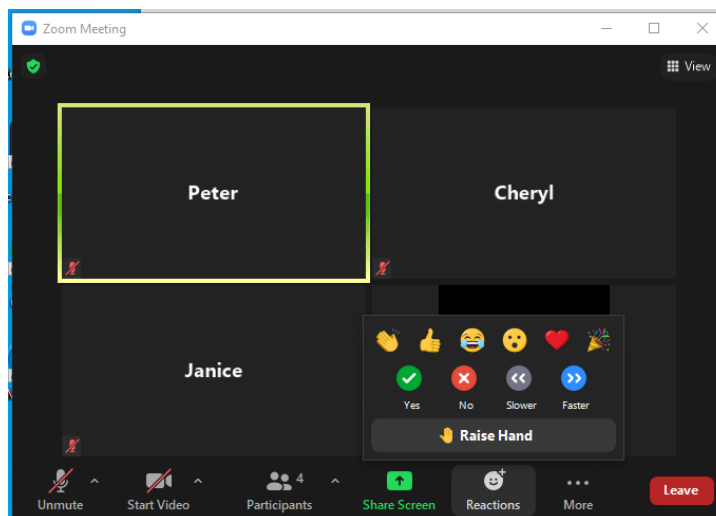
If you are using a diocesan Zoom account:
- If you only need to use Reactions, ask your scheduler for the code to Claim Host.
- If you need to use Polling, please contact Cheryl Jacobs at the Bishop's Office.

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.
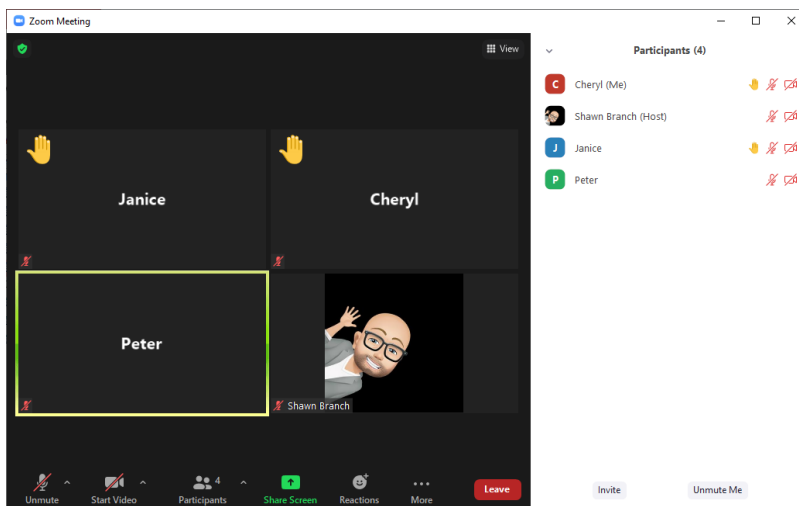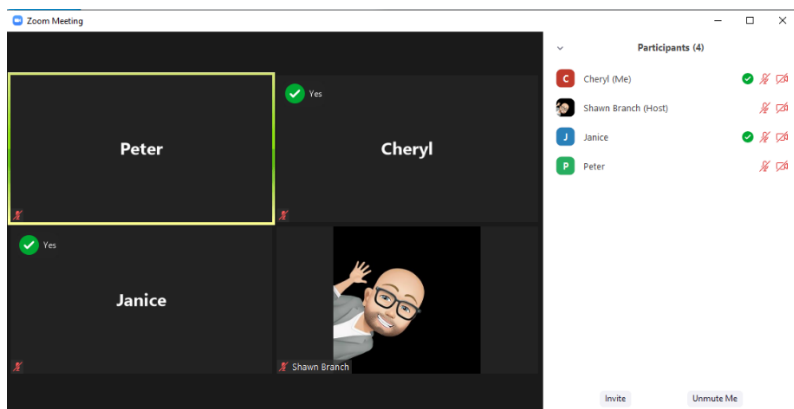

Notes:

- 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:
    - 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.

Viewing Reactions (select Participants from the function bar to open the Participants list)
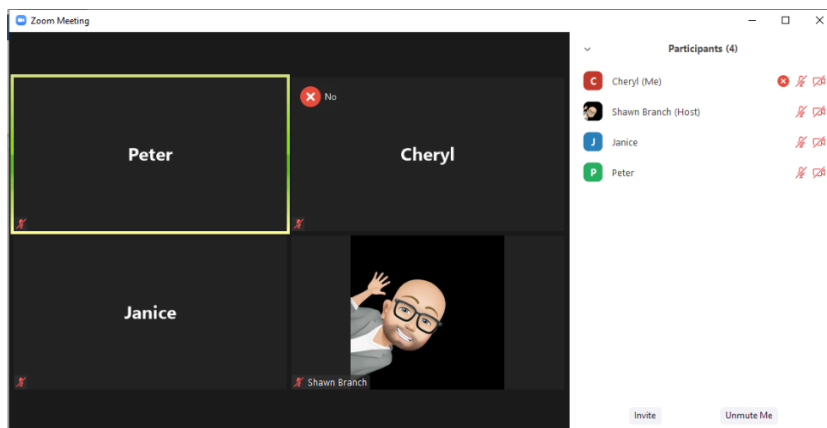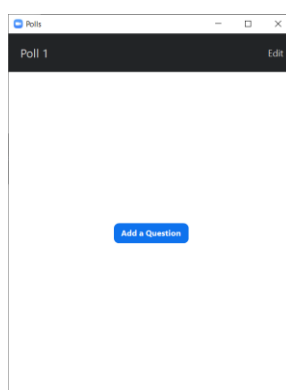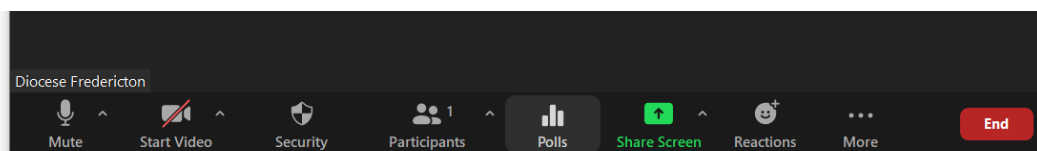
- Raised hands:

- Yes votes:

- 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:

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

Add a Poll   ×

Delegates to Synod

☑ Anonymous? ⑦

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).

122

○ Single Choice   ● Multiple Choice

Ann Anderson

Bob Baker (18-35)

Carol Caroler

Don Donald (18-35)

Ellen Every

Frank Further

Answer 7 (Optional)

Answer 8 (Optional)

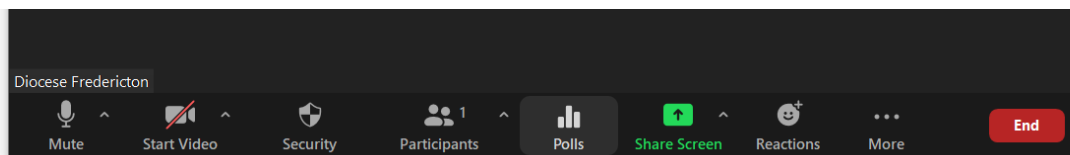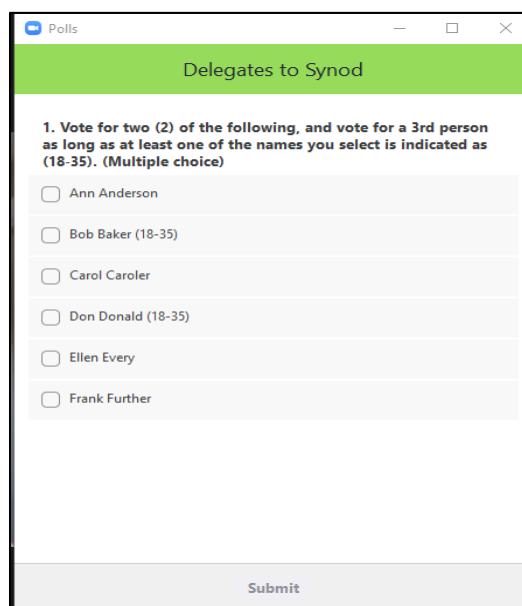Answer 9 (Optional)

Answer 10 (Optional)

Delete

＋ Add a Question

Save   Cancel

Launch poll during Zoom meeting:

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

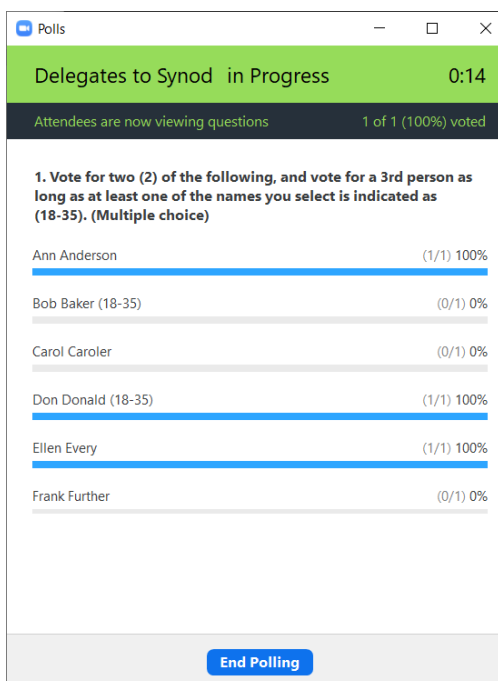Participants will see the poll as this:

You will see results as they come in:

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

View the results:

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.