

A presentation slide with a white background and a black border. The title "Annual Meeting Training - Polling in Zoom" is centered in a green, sans-serif font. The slide is decorated with abstract green geometric shapes on the left and right sides.

Annual Meeting Training - Polling in Zoom

Press RECORD

Aloha and welcome to the Annual Meeting Training for Voting.

We appreciate you taking the time to learn about the various features we will be using at our first ever all Virtual Annual Meeting. Your participation in these trainings will help the meeting run more smoothly AND will help to not overwhelm our tech help crew.

This is being recorded for our tech help crew to review for troubleshooting tips.

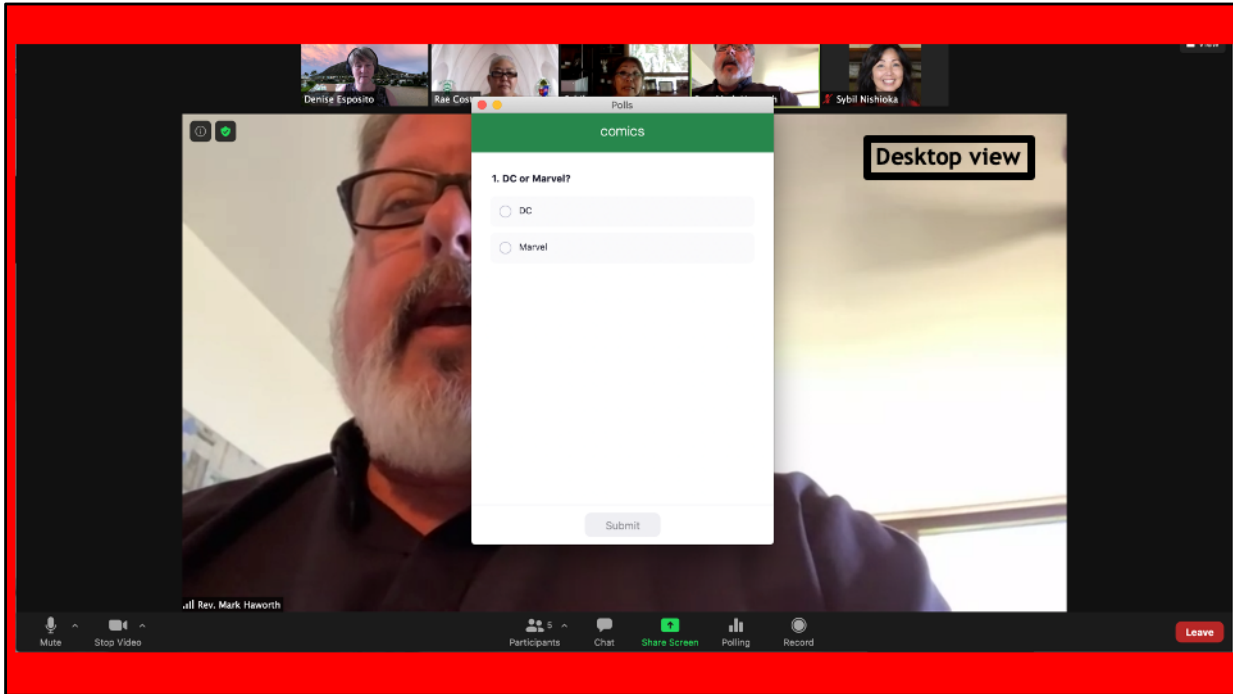
Let's get started!

Two different ways to vote

- ▶ Using Polling feature in Zoom
- ▶ Using **Yes** **No** icons found at the bottom of the participants box in Zoom

We will be using

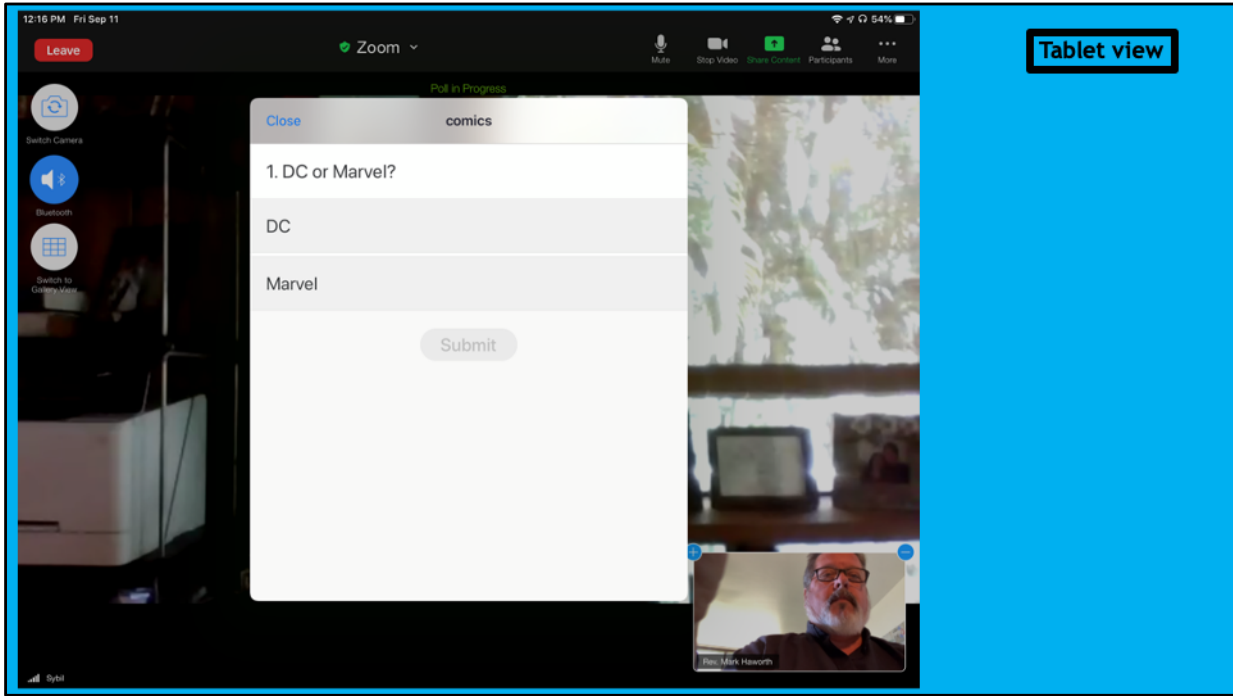
- Zoom's polling feature in place of voice votes and election ballots
- Zoom's Yes No icons for unanticipated voice votes or a vote by order



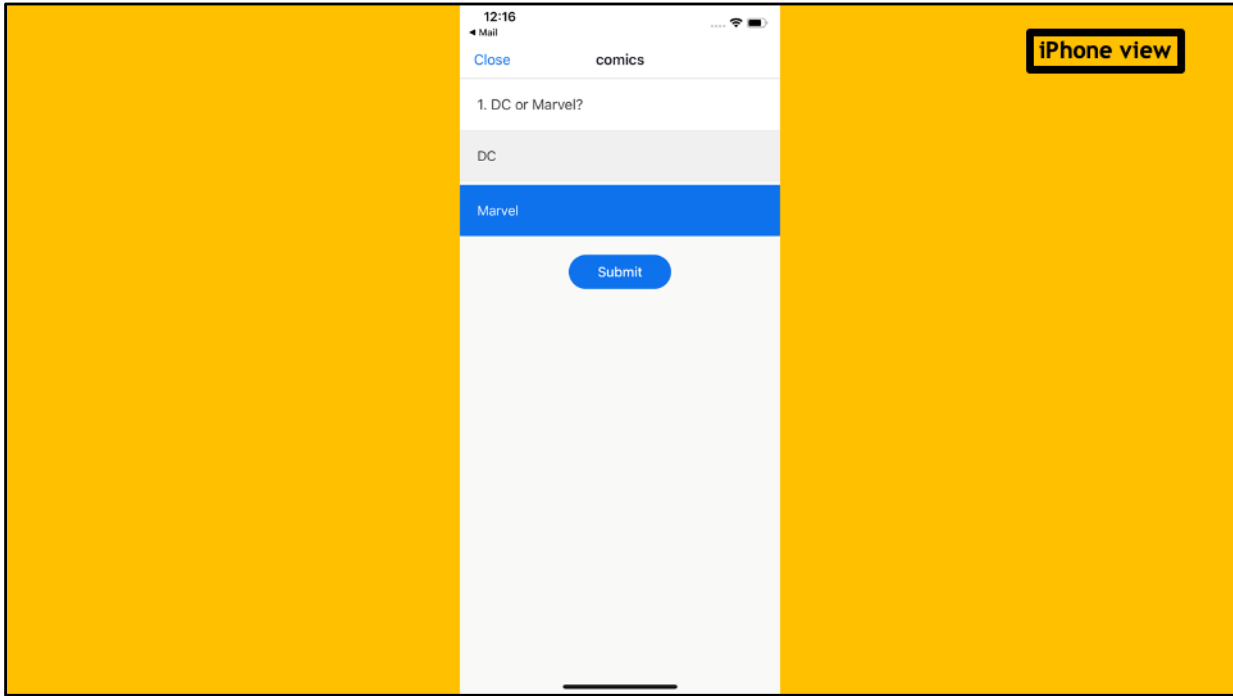
POLLING

When Bishop Bob calls for a poll to launch, a pop up window will appear on your screen with the question. You will select your answer and then submit.

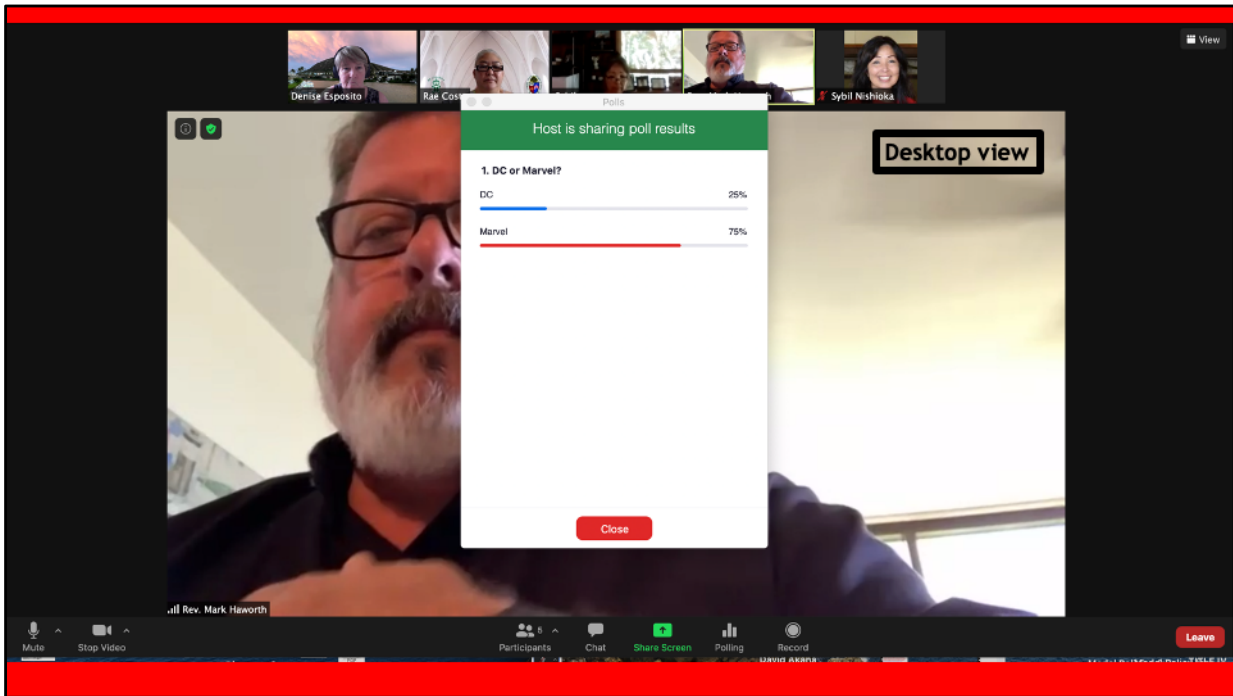
This is what the pop up window looks like on a Macbook. It should look the same on a PC.



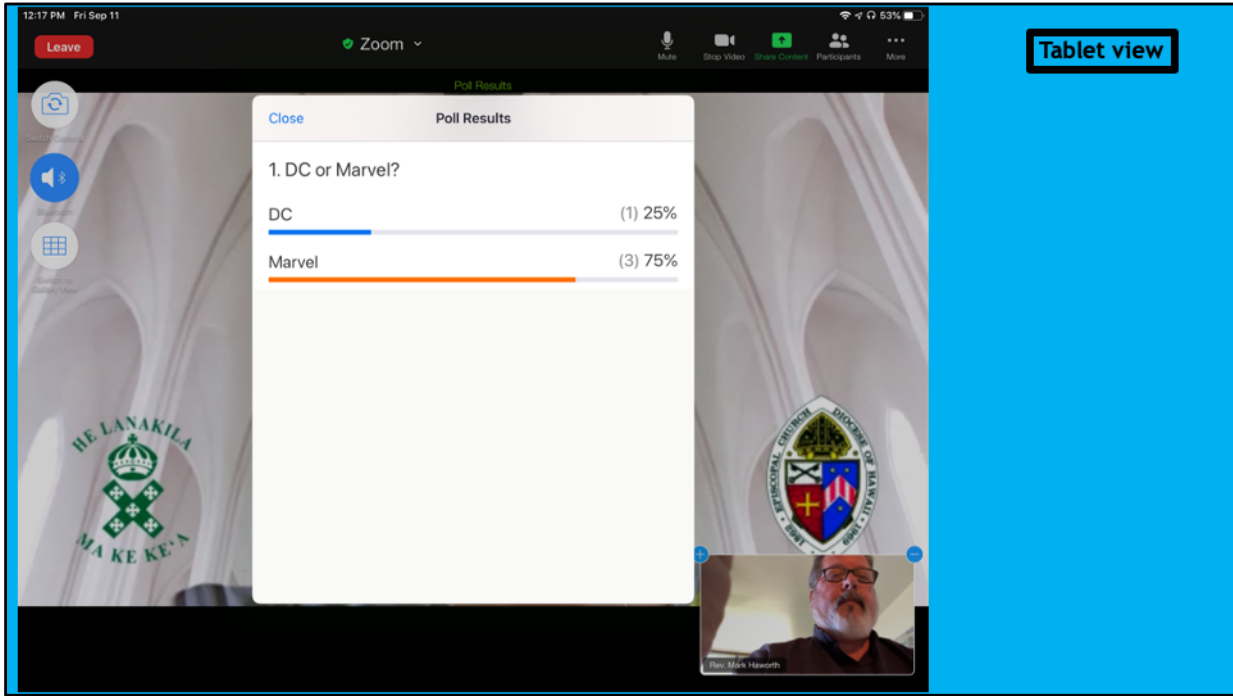
This is what the pop up window looks like on an iPad. It should look similar on a different brand tablet.



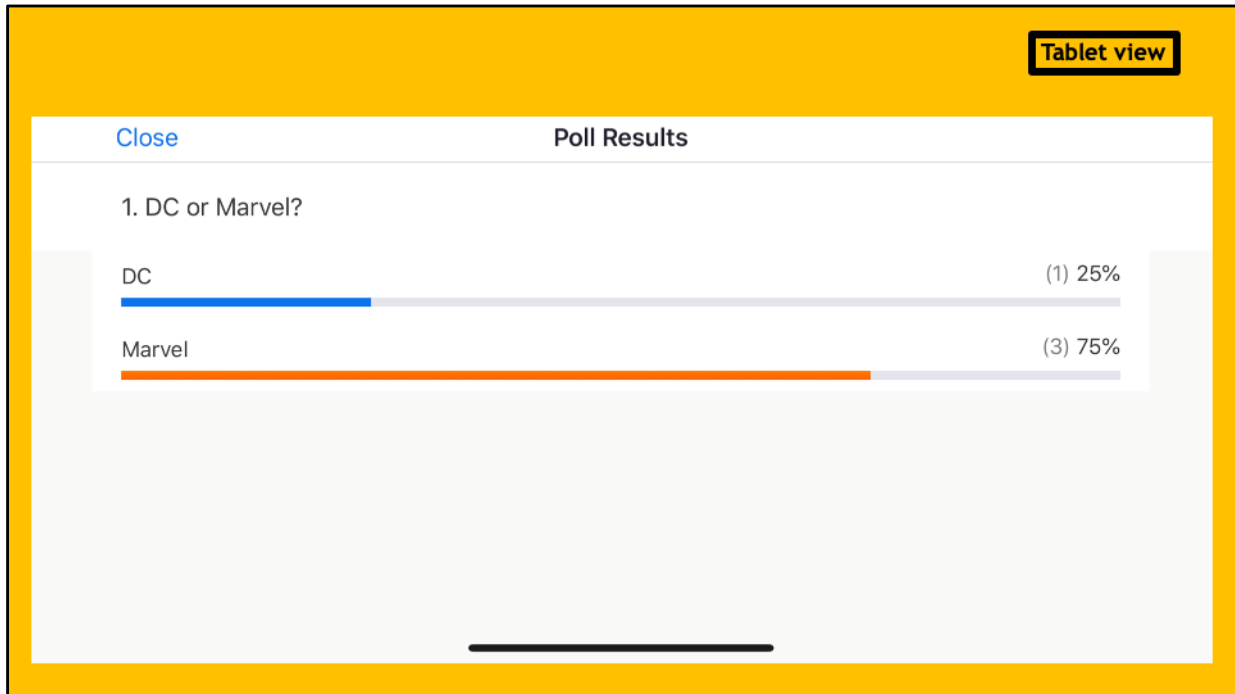
This is the poll question on an iPhone. Again, it should look similar no matter what brand smart phone you use.



Once the poll is complete, the results of the poll will show up on your screen if it is a voice vote and look like this if you are using a desktop or laptop. For the elections ballots, the results will be read by the Secretary because a majority (50%+1) is needed not a plurality (most votes).



If you are using a tablet



And if you are using a smart phone.

STOP sharing screen

Now let's practice polling.

[name of assistant trainer], could you please launch the first poll? You should see a pop up window on your screen, please make a selection and then click or tap Submit.

Once everyone has voted - share results

We will now share the results of the poll.

[assistant trainer] please launch the Bishop's Appointments poll. There are nine possible selections, be sure to scroll down to see all nine appointments, and after you have made your selections, click or tap submit.

DO NOT SHARE RESULTS OF THIS POLL

[assistant trainer] please launch the First Ballots poll. You must select a choice for each ballot before you click or tap submit. If you are not able to submit, go back and review each ballot to make sure you have made a choice in each ballot.



On a desktop/laptop you will scroll down to see all the ballots. On a tablet/smart phone you will have to tap next after each ballot until you get to the last one and then you will tap Submit.

We will not share the results of this poll so we don't influence anyone's vote since these are the names of the actual nominees. You can read their nomination forms on the Diocese's 52nd Convention webpage. The link is in the chat box.

Resume sharing slide show.

How to “voice” vote using the

 and  icons
yes no

1. Open your Participants window if it is not already open.
2. At the bottom of that window you will see a  and a  icon, click on the icon you want

We will use the Yes No icons feature in Zoom, if we have an unexpected "voice" vote. OR if we need to vote by orders

If you are asked to vote using the Yes or No icons, here is the process.

Read slide

The next few slides will show you screen shots of what it looks like on various devices.



Yes No icons

First step: click or tap on the Participants icon. On a desktop or laptop it is located on the bottom of the screen. If you do not see the icons, hover your mouse over the image and the icons should appear.



On a tablet, the Participants icon is in the top right corner. If you do not see the icons, move your finger over the image and the icons should appear.

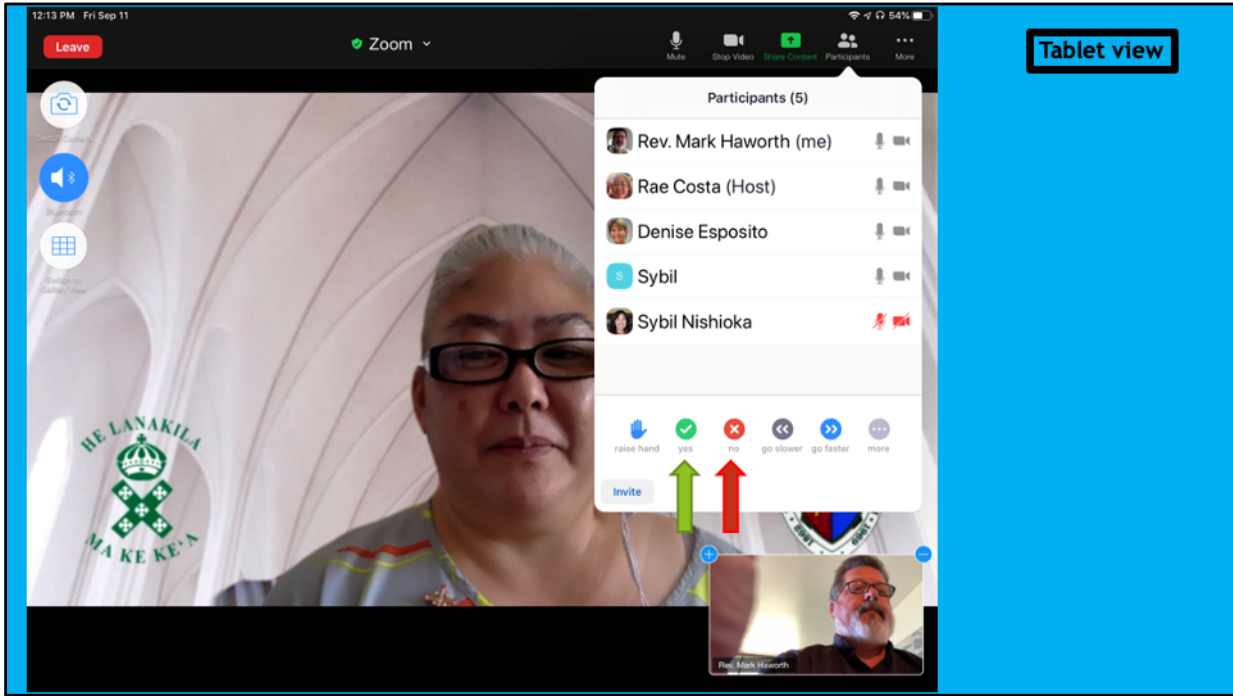


on a smart phone it is on the bottom right.

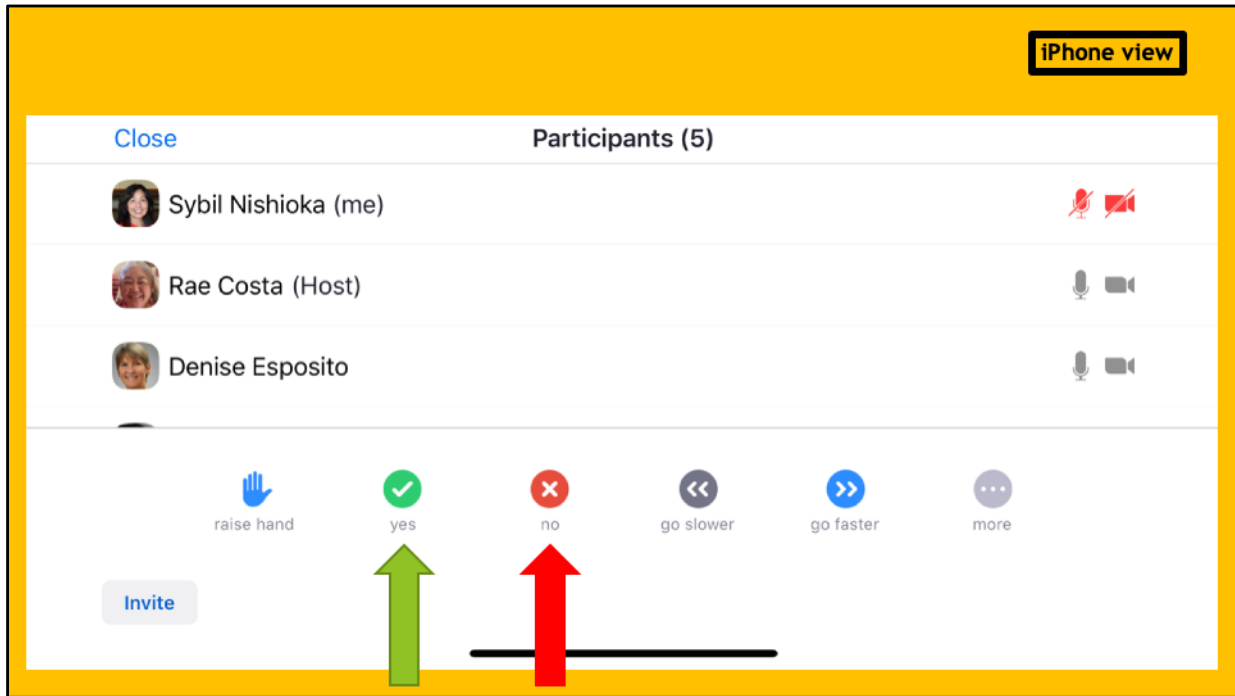


A Participants window (box) will open. On the bottom you will see a green Yes icon and a red NO icon.

If asked to vote using the Yes No icons, you will click or tap on one of those two icons.



This is where the icons will appear on a tablet



This is where they are on a smart phone.

Okay - let's practice using the yes and no icons.

Ask a question here. Examples, "Should the banana split become the official dessert of The Episcopal Diocese of Hawaii?"

"Do you vote to adopt the resolution?"

When everyone has voted - take a screen shot of the results and share your screen.

Resume slide show.