

AREA 46 PANEL 72 VIRTUAL VOTING PROCEDURES

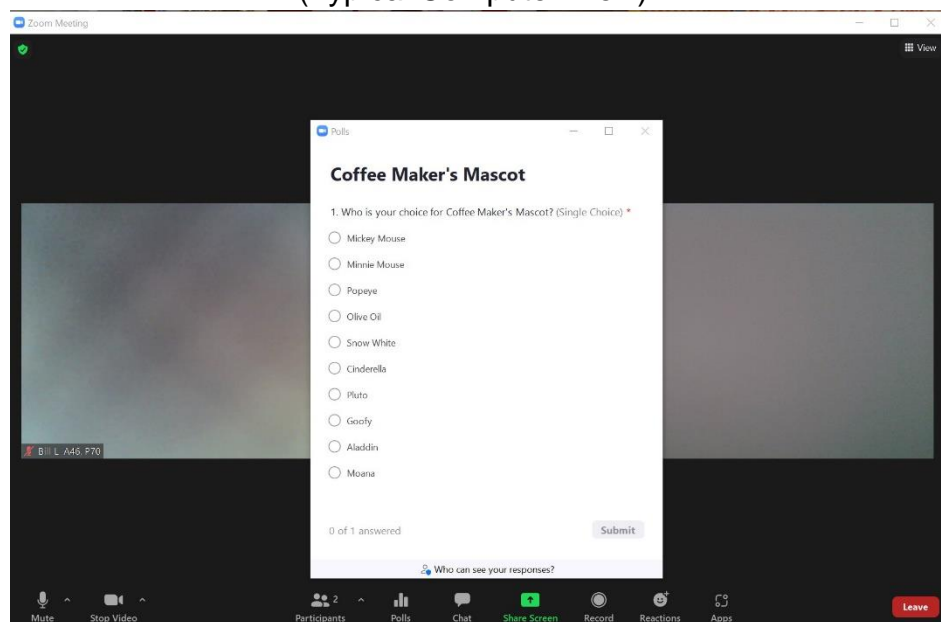
DURATION OF THE ELECTION PROCESS



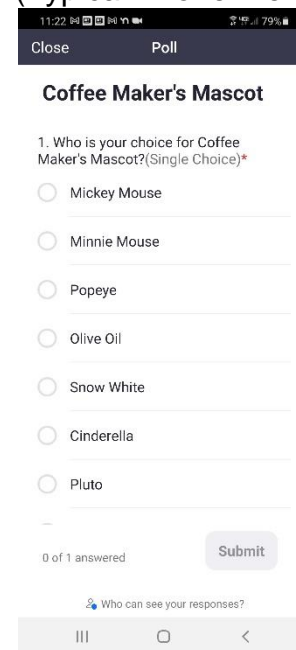
If you are participating on Zoom

- 1) You will use the Polling Feature in Zoom.
- 2) When a ballot is open, a Poll will be launched with the candidates' names.
 - a. Please note that if your screen is small and there are more than 4 or 5 candidates, you may need to "Scroll Down" with the scroll bar on the right side of the Poll to see the rest of the candidates that do not show up on the initial view of the Poll. You can see this on the Typical Phone View.

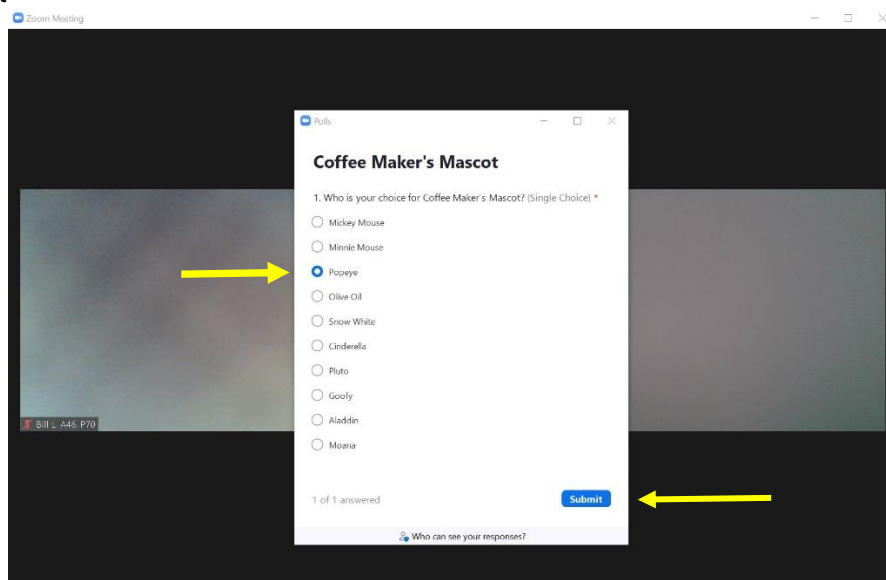
(Typical Computer View)



(Typical Phone View)



- 3) Make your selection (Click on the open dot next to a candidate's name)
- 4) Click Submit

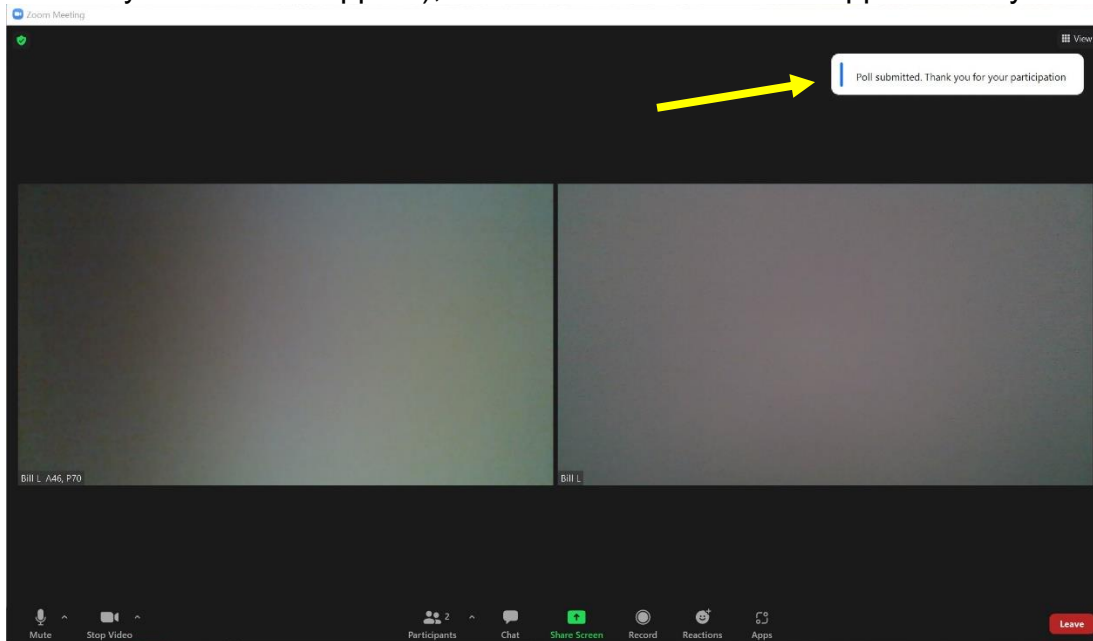


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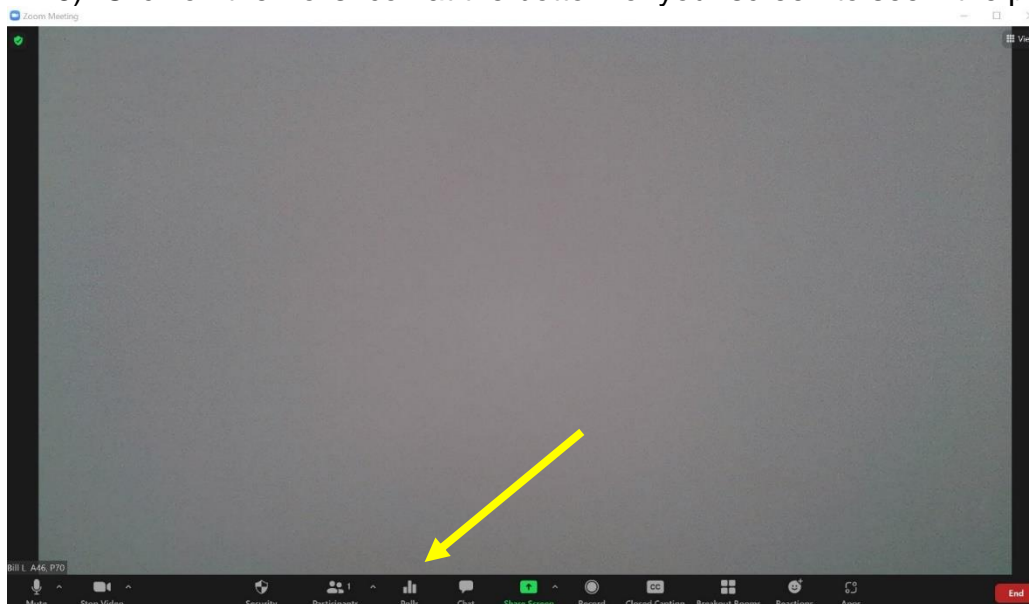


- 5) You should get some form of Confirmation that your poll was submitted (It will only show up briefly and then disappear), and the “Polls” icon will disappear from your screen.



If you do not see a poll

- 6) Click on the Polls Icon at the bottom of your screen to see if the poll had been minimized.

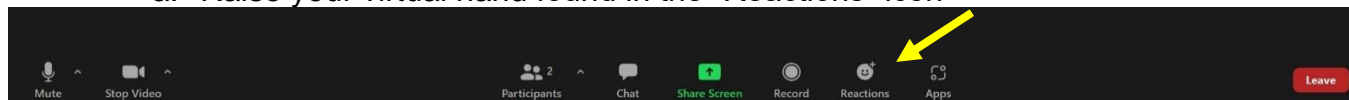




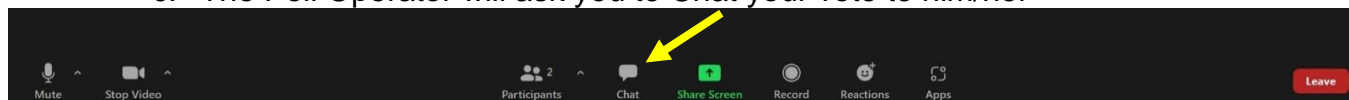
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- 7) If it still does not appear, or if you do not have a “Polls” icon:
 - a. Raise your virtual hand found in the “Reactions” icon

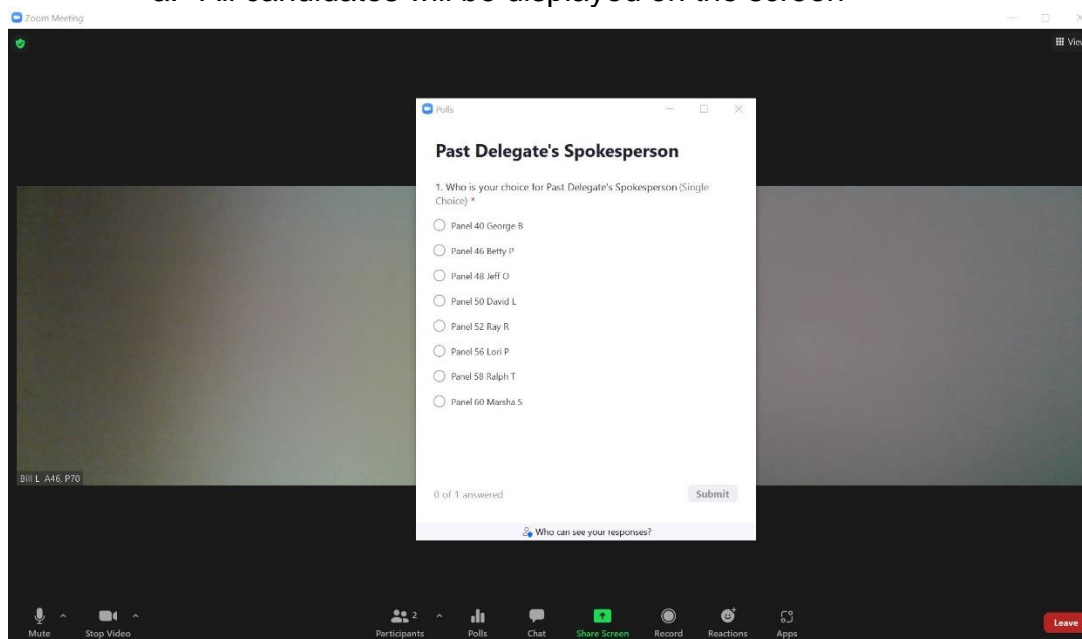


- b. The Poll Operator will chat with you in the order that hands were raised
 - c. The Poll Operator will ask you to Chat your vote to him/her



Group-in-a-Room

- 1) If you are participating as a member of a room that is in person with only one Zoom sign in called: Group-in-a-Room.
- 2) You will be voting with paper ballots, given to the Room Coordinator.
- 3) When a Poll is launched:
 - a. All candidates will be displayed on the screen



- b. You will not vote via the Zoom Poll
 - c. The Room Coordinator will pass out paper ballots for you to write the name of your candidate on, and pass them back to the Room Coordinator
 - d. The Room Coordinator will tally the votes and “Text” the results to the Poll Operator.
 - e. The Poll Operator will add your Group-in-a-Room votes to the final tally

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If you are participating as a Phone (Audio) Only Voter

- 1) You will be placed into a separate monitored voting room.
- 2) You will have audio from the main room, and from the Poll Monitor in your voting room.
- 3) The Poll Monitor in the phone voting room will work with you to determine your easiest option for placing your vote.
 - a. You may be casting your vote by use of *6 to raise your hand.
 - b. You may be verbally visiting with the Poll Monitor
 - c. Since the room is audio only, no other voting members will be able to see your vote, only the Poll Monitor can see raised hands.