APCMs AND OTHER MEETINGS BY VIRTUAL MEANS

GUIDANCE ON POLLING USING ZOOM

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—— DIOCESE OF ——
LONDON

1. **To enable polling:**
   a) Sign into your Zoom account on the zoom.us website
   b) Select settings
   c) In Meeting (Basics) section, under the heading 'Polling', switch on 'Add Polls to meeting controls'
   d) When you start a Zoom meeting from this account, you should now see a "Polling" Icon at the bottom of the window – this may take a few moments to appear.

2. **Creating a Poll**
   a) Sign into your Zoom account on the zoom.us website
   b) Select 'Meetings', then select your APCM or Annual Meeting
   c) Scroll to the bottom of the page to 'You have not created any poll yet'
   d) Click on 'Add'
   e) A box comes up inviting you to 'Add a Poll'
   f) Enter the title for the poll e.g. Elect deanery synod member / elect PCC member / elect churchwardens
   g) Enter the question: 'Which candidate(s) do you wish to vote for?' *(Do not select more than [For example FOUR – but fill in the required number] people)*
   h) Select Multiple Choice
   i) Enter the names of each candidate (up to a maximum of 10)
   j) You are now ready to launch the poll.
   k) However, before the poll is launched, regarding and PCC and deanery members, the Rules require the Chair to ask if there are any further nominations.
   l) *Should any come forward, the poll which has been pre-set will need to be edited during the meeting.*

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   Edit Poll 1                                        ×

   PCC Election
   ☐ Anonymous? ⓘ

   1.   Which candidates do wish to vote for?
        (Do not select more than FOUR people.)

        ○ Single Choice    ● Multiple Choice

        Alexander Adams
        Betty Brown
        Caroline Carrtwright
        David Donaldson
        Esther Emerson
        Fred Farmer
        Gillian Grainger
        Answer 8 (Optional)
        Answer 9 (Optional)
        Answer 10 (Optional)
                                        Delete

             + Add a Question

                              Save   Cancel
   ```

3. **Editing Poll during the meeting e.g. by adding deanery or PCC members**
   a) Click the polling icon at the bottom of the screen. This will bring up your first poll (or click on the poll you require).
   b) Select Edit (top right of polls box). That will open the browser on the Zoom website page for this meeting. There will also be a box inviting you to add a new question. Close this box and scroll to the bottom of the web page. Here you will find a list of the polls which have been set up for this meeting. To edit one of these click the 'Edit' button alongside the poll you wish to edit.
   c) The poll box for your question comes up.
   d) Make the appropriate change(s) to the poll box (e.g. add the name of an additional candidate), and Save.
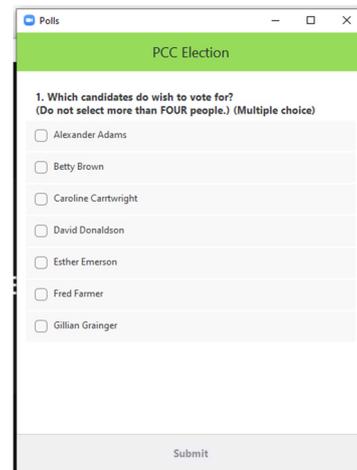
4. Conducting the Poll during the meeting

   a) Click the polling icon at the bottom of the screen. This will bring up your first or next poll.

   b) To start the poll, click 'Launch the poll'.
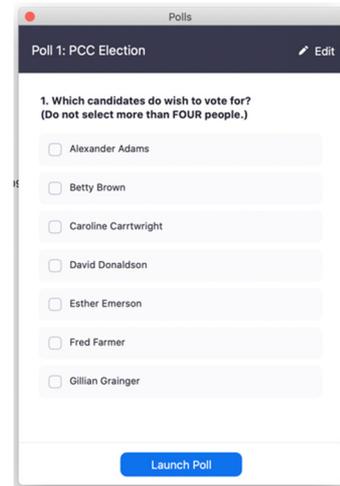
   c) You will then see the poll results as they are submitted.
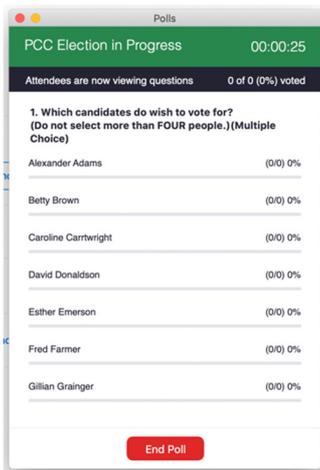
This is what participants see during polling:

   d) Give warning when you are about to close the poll.

   e) Click 'close the poll'

   f) There is then an option to share the results of the poll

5. Record of Poll results

After the meeting there is a facility to obtain a polling report for the meeting. This will enable you to check that no one has voted more than the permitted number of times, and that only those entitled to vote have done so. (The issue of confidentiality should be considered).

To obtain the report:

- Sign into your Zoom account on the zoom.us website
- Select under Admin, 'Account management', then click 'Reports'
- Select 'Meeting', then select 'Poll Report', and set the date range of the meeting. Meetings within the date range appear. Select the relevant meeting, then click 'Generate' and 'Download'.

IMPORTANT NOTES

A. The person who has set up the meeting is unable to vote from that Zoom account, and so if they are entitled to vote, would need to join the meeting from a separate Zoom account for this purpose.

B. For people who phone in to the meeting, separate voting arrangements will need to be made. One of the following options can be adopted:
- The person may be content to give their vote verbally at the meeting, which will mean that all present will hear.
- A separate phone number of a church officer could be provided, and the person could
  - phone during the meeting from a separate phone line, if one is available, or
  - come out of the meeting, call the church officer, and log back into the meeting.

C. Note that if more than one person is sharing one login to the meeting, only one person will be able to vote using the polling facility. Any additional people will need to follow one of the following options:
- Phone in as in B above
- Use the Chat function on Zoom to cast their vote via a message to the person who has organised the meeting.

Synodical Dept

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