

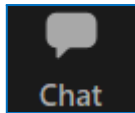
Obtaining Recognition and Voting

(Updated 09/08/23)

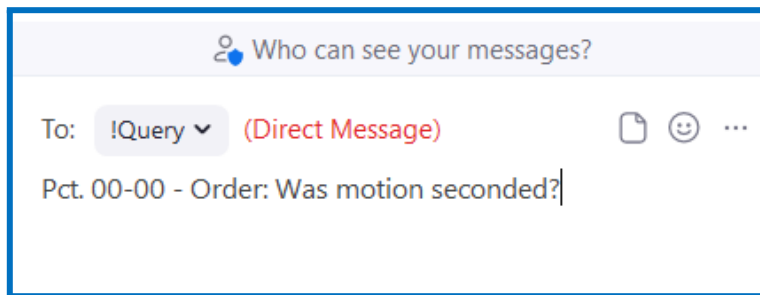
Obtaining Recognition

If you are using the Zoom client on your computer, tablet, Chromebook, or smartphone

★ Chat to the designated volunteer



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- Select the appropriate Chat option using the **light gray dropdown menu** above the text entry area where it says **To:**



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- Options:
 - **!Motion/Debate** (Motion to, Second, Amend, Point of Order)
 - **!Tech/Query** (Point of Info, Tech Query)
 - **!Vote** (Ballot Issues or Voting Assistance)
- Your chat message should include:
 - Your precinct number (01-01)
 - Purpose for seeking recognition such as "Motion to accept the minutes," "Speak in favor of amendment," or "Point of Info about voting"

★ **Important:** *Raised hands from delegates using a Zoom client will NOT be recognized to speak*

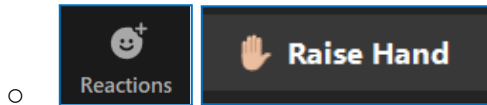
If you are calling into the meeting by phone only

★ **Raise your hand by dialing *9.** You will be unmuted by a host.

Voting

If you are using the Zoom client on your computer, tablet, Chromebook, or smartphone

- ★ **Raise Hand (Voting Only)** - accessible via the **Reactions** button or as a stand alone button



If you are calling into the meeting by phone only

- ★ **Voice votes:** Raise your hand by dialing *9
- ★ **Voting by Zoom poll or ballot:** You will be moved to a breakout room for assistance

Reminders

As Attendees, You Cannot:

- ★ **Start your video feed.** If you are running for something, you will temporarily be promoted to co-host so you can turn on your video.
- ★ **Share your screen.**
- ★ **Rename yourself.**
- ★ **Unmute your microphone** - unless you are *prompted by a host*.
- ★ **Send a chat** message to the entire body - only direct messages to co-hosts and designees.

Please Do Not:

- ★ **Record or stream this meeting.** The WCDP Executive Director is recording this meeting. Anyone other than the Executive Director found streaming or recording this meeting without express permission* from the WCDP Chair will be banned from the meeting. **Exception:* Screen capture to support personal access needs; sharing a screen capture violates the recording policy.
- ★ **Share this meeting link.** Your link is *unique to you* and distributing it yourself will disrupt credentialing.

Zoom Tutorials

★ Ensure Your Zoom Client Is Up-to-Date

- **Zoom Tutorials link:** [Zoom how-to video tutorials – Zoom Support - Training](#)
 - **Test Zoom link:** [Joining a Zoom test meeting – Zoom Support](#)
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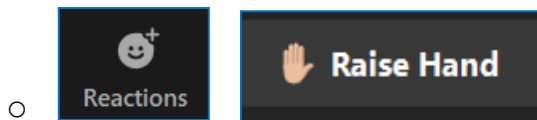
Voting Methods

VOTING BY ACCLAMATION

- ★ When only one candidate is running for a seat or if there is no discussion about or objection to approving something, the Chair or someone else can ask for a vote by acclamation. If there are no objections, the suggested vote carries.
 - **Example:** The Chair may say, "Hearing no objections, this vote carries by acclamation."

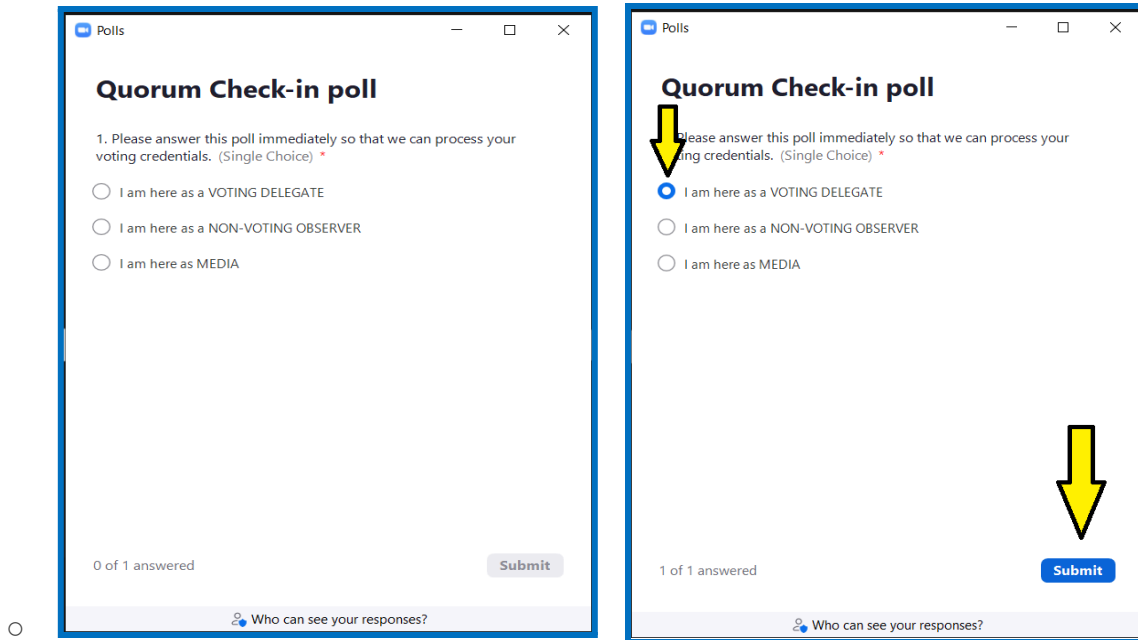
VOICE VOTES

- ★ **For simple yes or no votes**, we will use "Voice Votes."
 - In an in-person meeting, this means the Chair would call for attendees to confirm votes out loud by saying "Aye" or "Nay."
 - **For this virtual meeting**, we may use two (2) methods to confirm voice votes: **Raise Hands** or **Zoom Poll Feature**.
- ★ **Raise Hand** - accessible via the **Reactions** button or as a stand alone button



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- ★ **Zoom Polls**

- This will **automatically pop up** when voting is opened
- ***If you do not see the window***, it may be hidden behind a different window on your computer or on a different device if you are using multiple devices.
- Instructions will be provided every time a Zoom Poll is about to be used.



- **Important:** The meeting host, co-hosts, and members using phone-in only without access to the Zoom client **cannot access the Zoom Poll**, so they are the **ONLY** members **who may raise their hand during a Zoom Poll**. *Members with interactive access to the Zoom Poll will not have their votes recognized as a Raised Hand when a poll is available*

WEIGHTED VOTING

- ★ **Precinct Chairs** and **Vice Chairs** - or their proxies - enjoy **weighted voting** based on the number of votes for the Democratic candidate for Governor in the last gubernatorial election for **MOST** votes/elections.
- ★ **Other CEC** members only get a vote weight of **one** (1).
- ★ Voting to fill leadership vacancies - like for the State Executive Committee or Wake Executive- require **vote weighting** for **contested** races. We will use **Zoom Poll** or a **Ballot** for these.
- ★ Votes for approvals, amendments, or those via acclamation do **not** require weighted voting.
- ★ **Weighted Zoom Polls**
 - Instructions will be provided every time a Zoom Poll is about to be used.

- **Zoom Poll Weighted Results:** Once the poll closes and results are locked, the Host will import those results into Google Results Sheet with weighting calculations built in.
- **Mark Sheet:** Meeting host, co-hosts, and members using phone-in only without access to the Zoom client **cannot access the Zoom Poll**, so their votes will be recorded on a Google Vote Mark Sheet; those results will be added to the Zoom Poll tally.

★ **Weighted Ballot Voting**

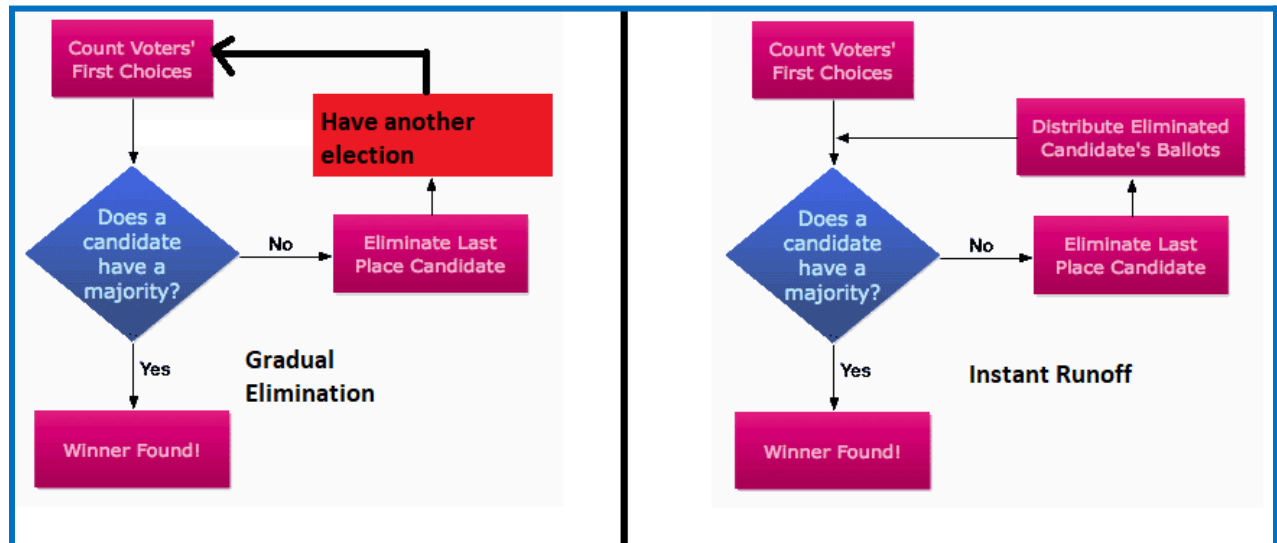
- Instructions will be provided any time ballot voting is used
- We will use the [Election Buddy](#) application or a **Google Form**. *Election Buddy ballots* will be sent to the email you used to register for the meeting. A *Google Form ballot link* will be posted in the Zoom Chat.
- **For Election Buddy** - Members will receive the **email** from **Wake County Democratic Party**, which includes an **access key, password, and link** (please note your **access key** and **password**).
- **For Google Form** - Members will click the link in the Zoom Chat then provide the email used to register for the meeting + a Personal Identification Number provided after registering to access the ballot.
- Those who cannot access the ballot by email will be moved to a Break Out Room and provided voting assistance.

Majority Vote

Many votes/elections require a majority vote per the Plan of Organization (12.04). There are different ways to achieve this including gradual elimination or Instant Runoff (aka Preferential) voting.

- ★ **Gradual Elimination or Iterative Voting** = Dropping the lowest vote-getter, re-running the election, and continuing this process until someone reaches a majority of votes
- ★ **[Instant Runoff \(Preferential\) Voting](#)** = Selecting your top choice in the election. Then consider the election if your top candidate is eliminated and select the candidate you would like to win in that situation to select as your second choice. Repeat this process until no candidates remain. This method is more efficient than Gradual Elimination for reaching a majority when several choices are being considered.

Gradual Elimination/Instant Runoff Comparison Chart



Additional Technical Assistance Option

★ Phone-In Members or Delegates without Access to Zoom Client or Email

- **Help Phone Number:** When credentialing for the meeting, call this number and leave a voicemail: (919)916-5641. Someone will call you back within one business day.
- **Assistance With Voting:** Members or delegates will be moved to a break-out room and a volunteer will assist them in casting a vote.

★ Breakout Rooms

- If you need help, we may move you into a **Zoom Breakout Room** so that your problem may be resolved without disrupting the rest of the meeting. No action is needed on your part to move there and back - just enjoy the ride.

★ !Tech or !Help or !Vote Chats

- There will be a designated chat to receive assistance. The particular name of the chat will be pointed out at the beginning of the Zoom meeting.

Robert's Rules of Order

[NCDP Robert's Rules Cheat Sheet](#)

[Parliamentary Procedure Flow Chart](#)