

SWR General Congregational Meeting (GCM)

Virtual Voting Tools Guide

September 16, 2020

Options:

1. Zoom Polling (with Zoom Pro Accounts)
 - *Recommended for:* GCMs that require voting only on single-choice decisions, such as proposals, or single-choice elections.
2. Google Forms
 - *Recommended for:* GCMs that require voting on single or multiple-choice decisions, such as church council or NCC elections, in addition to single-choice elections.
3. Electionrunner.com

1–Zoom Polling for Meetings^[1]

The polling feature for Zoom meetings allows you to create single choice or multiple choice polling questions for your meetings. You will be able to launch the poll during your meeting and gather the responses from your attendees. You also have the ability to download a report of polling after the meeting. Polls can also be conducted anonymously, if you do not wish to collect participant information with the poll results.

Prerequisites:

1. Host user type must be Licensed
2. The meeting must be either a scheduled meeting, or an instant meeting using the Zoom Account's Personal Meeting ID
3. Only the original meeting host can edit or add polls during a meeting. If the host or co-host role is transferred to another user, that user will only be able to launch polls already created.

Zoom Account Setup–Enabling polling

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click Account Management then Account Settings.
3. Navigate to the Polling option on the Meeting tab and verify that the setting is enabled.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ



4. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

Creating a Poll for the Zoom Meeting

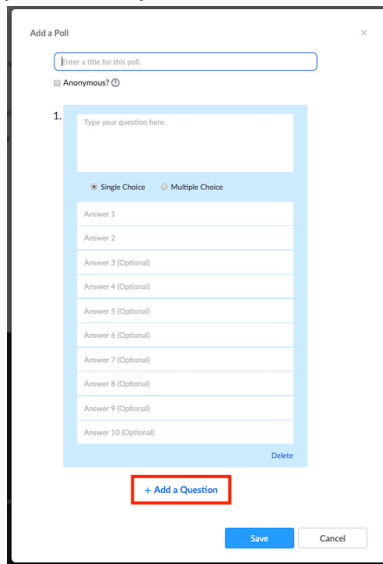
1. Go to the [Meetings](#) page and click on your scheduled meeting. If you do not have a scheduled meeting, [schedule a meeting](#) now.
2. From the meeting management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll.

You have not created any poll yet.

[Add](#)

3. Enter a title and your first question.
 - (Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.
 - Select whether you want the question to be single choice(participants can only choose one answer) or multiple choice question(participants can choose multiple answers).
4. Type in the answers to your question and click Save at the bottom.

5. If you would like to add a new question, click Add a Question to create a new question for that particular poll.



The 'Add a Poll' dialog box contains the following elements:

- Title field: Enter a title for this poll.
- Anonymous? checkbox.
- Question list: A list of questions, with the first one highlighted in blue.
- Answer options: Radio buttons for 'Single Choice' and 'Multiple Choice'.
- Answer fields: Labeled 'Answer 1' through 'Answer 10 (Optional)'.
- Buttons: 'Delete', 'Add a Question' (highlighted with a red box), 'Save', and 'Cancel'.

6. You can add more polls by repeating Step 2.

You can also create a poll by clicking Polling during the meeting. This will open up your default web browser where you can add additional polls or questions.

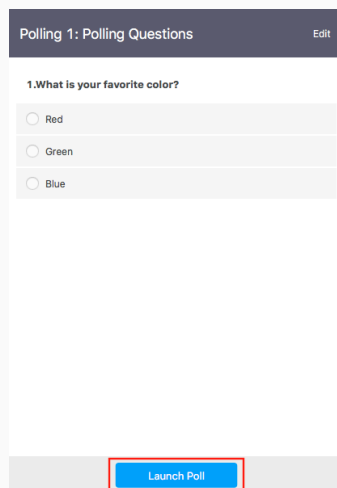
Note: You can only create a max of 25 polls for a single meeting.

Launching a poll during the Zoom Meeting

1. Start the scheduled Zoom meeting that has polling enabled.
2. Click Polls in the meeting controls.



3. Select the poll you would like to launch.
4. Click Launch Poll.



The 'Polling 1: Polling Questions' interface displays the following:

- Question: 1.What is your favorite color?
- Options: Three radio buttons labeled 'Red', 'Green', and 'Blue'.
- Buttons: 'Edit' (top right) and 'Launch Poll' (bottom, highlighted with a red box).

5. The participants in the meeting will now be prompted to answer the polling questions. The host will be able to see the results live.

Polling Questions in Progress 00:00:19

Attendees are now viewing questions 1 of 1 voted

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

End Poll

6. Once you would like to stop the poll, click End Poll.
7. If you would like to share the results to the participants in the meeting, click Share Results.

Polling 1: Polling Questions Edit

Poll closed 1 voted

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

Share Results Re-Launch Polling 1

Participants will then see the results of the polling questions.

Sharing Poll Results

Attendees are now viewing poll results

1.What is your favorite color?

Red (0) 0%

Green (0) 0%

Blue (1) 100%

Stop Sharing

Downloading a report of poll results

You can [download a report of the poll results](#) after the meeting. When viewing a report of the poll results, take note of these things:

- 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 authenticated users in the same account.
- If the poll was anonymous, it will show "anonymous" for the participants' names and email addresses.


2-Google Forms for Meetings^[2]

Google Forms is a simple and free tool to create a virtual ballot that can handle the common questions in a GCM, including single response (yes or no to a proposal) or multiple selection responses (voting for multiple nominees to serve on the church council or delegates for NCC).

Below are the basic instructions for how to create the virtual ballot via Google Forms.

How to Use Google Forms to Create a GCM Election Ballot:

Step 1: Set up a new form or quiz

1. Go to forms.google.com.
2. Click Blank .
3. A new form will open.

Step 2: Edit and format a form or quiz^[3]

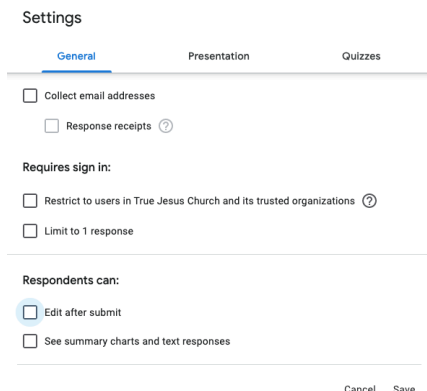
Similar to an in-person GCM, the ballot should be prepared ahead of the meeting. Depending on the type of ballot, you can add questions to the virtual Google Forms ballot. The two options below would be the most common types of ballot questions:

1. Multiple choice
 - People can choose between a set of options.
 - People can only choose one option.
2. Checkboxes
 - People can choose between a set of options.
 - People can choose **more than one option**.
 - You can include "Other" as an option, and people can type a short answer.
3. Dropdown
 - People can choose between a set of options.
 - People can only choose one option.



Step 3: Send your form for people to fill out

Before you send the link to the GCM eligible voters to collect responsive ballots, configure the form as follows:


1. Check form settings and configure as follows:



The screenshot shows the 'Settings' menu for a Google Form. It has three tabs: 'General' (selected), 'Presentation', and 'Quizzes'. Under the 'General' tab, there are several settings:

- ☐ Collect email addresses
- ☐ Response receipts 
- Requires sign in:
 - ☐ Restrict to users in True Jesus Church and its trusted organizations 
 - ☐ Limit to 1 response
- Respondents can:
 - ☒ Edit after submit
 - ☐ See summary charts and text responses

At the bottom right, there are 'Cancel' and 'Save' buttons.

2. Change confirmation message:
 1. Open the form in Google Forms.
 2. Click Settings.
 3. Click Presentation.
 4. Under "Confirmation message," type your message.
 5. Click Save.
3. [Get the link to the form. The virtual GCM Ballot should be shared](#) through the chat or by email message to eligible voters by doing the following to get a link to the form:
 1. Open a form in [Google Forms](#).
 2. In the top right, click Send.
 3. At the top of the window, click Link .
 4. To copy the link that appears, click Copy or press Ctrl + c (Windows) or ⌘ + c (Mac) on your keyboard.

[1] Adapted from: <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

[2] Instructions are adapted

from <https://support.google.com/docs/answer/6281888?co=GENIE.Platform%3DDesktop&hl=en>

[3] Step by step details to edit the form: <https://support.google.com/docs/answer/2839737>