

## Using Zoom Polls for your Annual Meeting

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**For advice and guidance, please contact your WI Adviser**

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## 1: Introduction

Our Annual Meetings will be taking place very soon. Given where we are with the pandemic, WIs have the option of running **hybrid** meetings, if they are unable to meet face-to-face.

	<p>A <b>hybrid</b> meeting means holding your AM <b>online</b>. In order to do this, you will need to ensure that there are two people in the same physical location (home, venue). Everyone else can join the meeting individually by Zoom.</p>
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A major item on the agenda of your AM is the election of your President. We have recommended using Zoom to run your online AM, as it offers the functionality you will need to do this. This will involve using Zoom Polls to enable members to vote.

A WI Adviser will be joining your online meeting. They will be responsible for running the poll, so you won't need to worry about doing that. However, in order to ensure that everything runs smoothly, you will need to do a little bit of preparation.


In this guidance, we will take you through that preparation step-by-step.

Before we start, there are a few things you will need to consider before commencing.

Let's look at these first.

## 2: Considerations

- For the election of President, you will need to use the Zoom **Poll** function, which is only available if you have a licenced Pro Account.
- You will need to understand the basics of Zoom. There are tutorials available on the Buckinghamshire Federation website (<https://www.bucksfwi.org.uk/library.html>).
- You will need to run your meeting from your desktop app. Zoom Polls are not available on mobile devices (tablets/mobile phones).
- Although we recommend that you assign co-hosts for your usual meetings, for your AM, we ask that you **do not assign co-hosting**. This is because co-hosts are not able to participate in the poll.

	<p>If you do not have access to a Zoom Pro Account, then please contact your WI Adviser. She will explore options for hosting your meeting for you. If your meeting is being hosted by your WI Adviser, you will not need to read this guidance.</p>
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### 3: The online voting process using Zoom Polls.

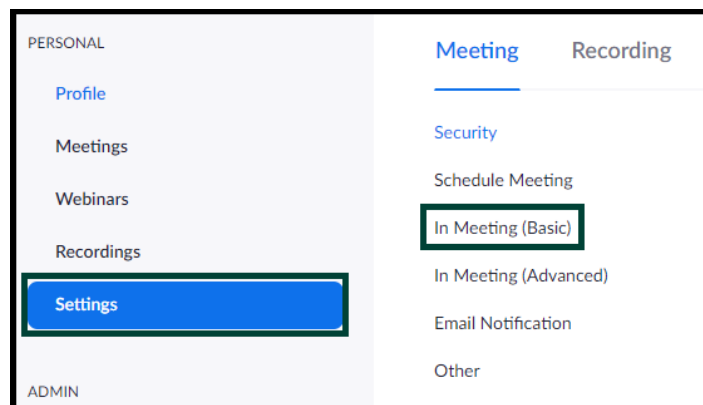
Your WI Adviser will run the poll for the election of the President in the meeting. You will be asked to do a bit of preparation.

#### Process

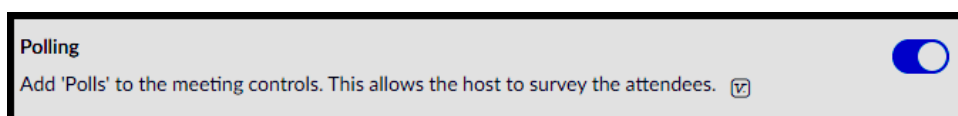
- The holder of the Zoom account will be asked to set up the poll questions prior to the meeting. We will go through this step-by-step over the following pages.
- You will be able to run your meeting as per your agenda.
- When it comes to the election of the President, the meeting host will be asked to transfer the hosting to your WI Adviser, as this is a secret ballot.
- Your WI Adviser will run the poll and gather the results for you. This section of the agenda will conclude with the announcement of the President.
- Your WI Adviser will transfer the hosting back to the original host.
- Your AM can continue as per your agenda.

### 4: Preparation prior to the meeting

- Before you schedule your meeting, check that polls have been added to the settings.
- You can do this by logging into your Zoom account on the Zoom website: <https://zoom.us/signin>.
  - Once you've signed in, go to your settings page, and then click on Basic Settings. These are highlighted by the green boxes in the figure below.




- Scroll down the main page, until you find the Poll settings. Ensure that the slider button is turned on. It will appear as it does in the image below. If it is greyed out, click the slider button to turn it on.





This setting will be saved automatically as soon as you change it.


- Return to your **Meetings** page (Using the menu on the left-hand side of the page).
- Make sure you have the names of the Committee members ready.
- Now you can schedule your meeting in the usual way. If you're unsure how to do this, please refer to our Zoom tutorials.

	<p>The meeting can be set up first, and the poll can be added later. However, if you have the names of the Committee members ready, it is better to do everything together.</p>
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## 5: Setting up your Zoom Poll

	<p><b>Sign into your Zoom account</b></p> <p>Sign into your meeting page on the Zoom website:  <a href="https://zoom.us/meeting">https://zoom.us/meeting</a></p> <p>You may be asked to sign in.</p>
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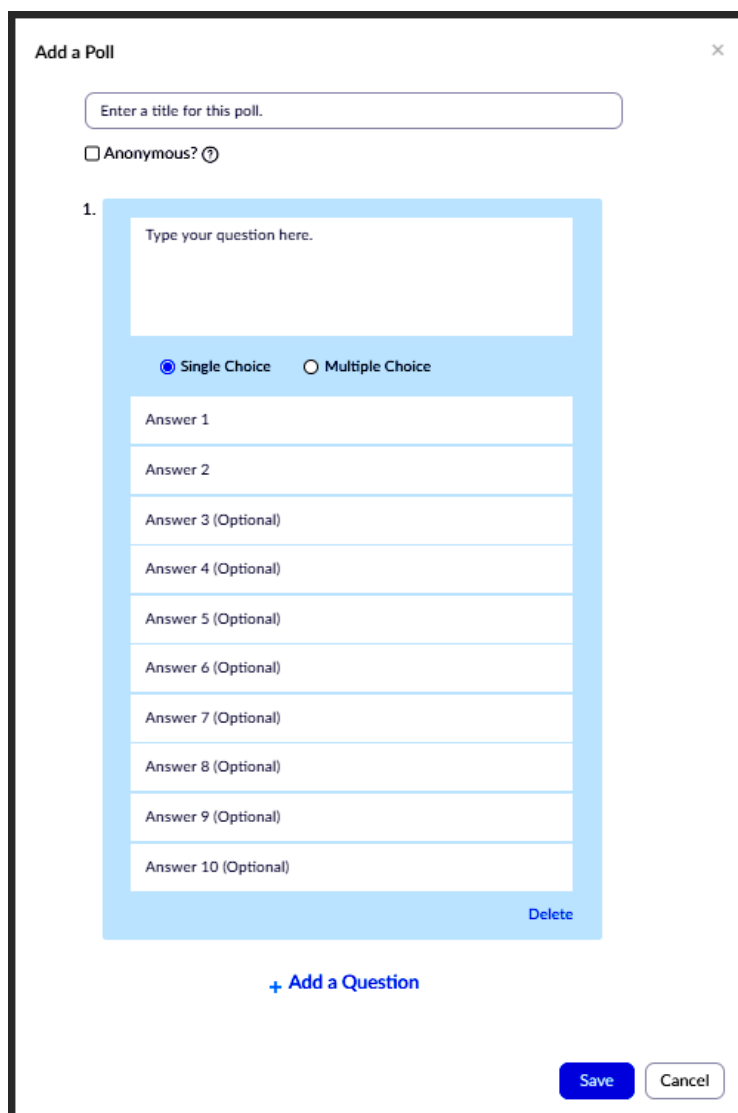
	<p><b>Schedule your meeting</b></p> <p>If you are unsure how to schedule your meeting, please refer to the guidance on our website (<a href="https://www.bucksfwi.org.uk/library.html">https://www.bucksfwi.org.uk/library.html</a>).</p> <p>Once you have scheduled your meeting, ensure that you have saved it.</p>
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	<p><b>Add your poll</b></p> <ul style="list-style-type: none"> <li>• If you have already scheduled your Annual Meeting, go to the meeting page for your AM.</li> <li>• If you have just scheduled your meeting, and saved it, you will be on the correct page.</li> </ul> <p>You are now ready to add your poll.</p> <ul style="list-style-type: none"> <li>• Scroll to the bottom of the meeting page. You will see a section at the end inviting you to add a poll [<b>Figure 1 below: within square box</b>].</li> <li>• You will see a notice indicating: <b>You have not created any poll yet.</b></li> <li>• To add your poll, click on the <b>Add</b> button [<b>Figure 1 below: circled</b>].</li> </ul>
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**Figure 1: Poll section on your meeting page, and 'Add' button**

When you click on the **Add** button, an empty poll box will appear on your screen. This will look like **Figure 2**.



**Figure 2: Poll box (empty)**

Now let's have a look at how to complete your poll. Please refer to **Appendix 1** for examples of how your completed poll might look.

<div style="background-color: #2e7d32; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>	<p><b>Your question box</b></p> <ul style="list-style-type: none"> <li>• <b>Enter the title for this poll</b> Call your poll: <b>WI Election of President</b></li> <li>• <b>Anonymous</b> This box appears directly below the title and needs to be checked. Click on the box to check it. A tick will appear in the box. <b>It is important that this box is checked</b> to ensure anonymity.</li> <li>• <b>Question box</b> Type your question here. In this box type the following: <b>You WI Adviser will explain what you have to do.</b></li> <li>• <b>Single Choice / Multiple Choice</b> Ensure that you click on the option for <b>Single Choice</b>. This limits members to choosing just one option.</li> </ul>
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<div style="background-color: #2e7d32; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>	<p><b>Answer options box</b></p> <p>Each <b>answer</b> will be made up of the <b>first name</b> and <b>surname</b> of each member of the Committee.</p> <p><b>If you have 10 or less names</b>, you will only need the one question [<b>See Appendix A</b>].</p> <ul style="list-style-type: none"> <li>• Add the names of the Committee members.</li> <li>• Press <b>Save</b> to save your poll. You will be returned to your meeting page.</li> </ul> <p><b>If you have 11 or more names</b>, you will need to add a second question. Zoom only allows 10 answer options per question [<b>See Appendix B</b>].</p> <ul style="list-style-type: none"> <li>• Your first list (question box) will include 9 names. Your 10<sup>th</sup> answer option should read: <b>Not on this list</b>.</li> <li>• You need to click on the <b>+ Add A Question</b> option at the bottom of the box to include a second list (question).</li> <li>• This will bring up another question box.</li> <li>• Your second list (question box) should read the same as the first question: <b>Your WI Adviser will explain what you need to do.</b></li> <li>• Add the remaining names. Your last option on this second list should also read <b>Not on this list</b>.</li> <li>• Press <b>Save</b> to save your poll. You will be returned to your meeting page, and you will see your Poll at the bottom of the page.</li> </ul>
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## Preparation complete


Well done. You have now completed your preparation.

## 6: Editing your poll

If you need to make any last-minute amendments to your list of Committee members, you can do this by visiting the meeting page for your Annual Meeting. It is easier to edit a poll from the meeting page on the Zoom website.

Scroll to the bottom of the page.

- You will see that your poll is listed. Click the **Edit** button, which is located to the right of the poll details.
- Make the changes.
- Press **Save** to save your poll. You will be returned to your meeting page.

	<p>Your poll is now ready for your Annual Meeting.</p> <p>When you assign the hosting role to your WI Adviser, she will run the poll for you. She will launch the poll and manage it. She will also gather and announce the results.</p> <p>Once the results have been announced, you WI Adviser will then reset the poll, and hand the hosting back to the original host.</p>
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## Appendix 1: Examples of completed polls

### A: If you have 1-10 nominees

You can add up to 10 names in one question. If you need to, you can use all the answer options slots.

Remember to press **Save**.

Example of 7 nominations	Example of 10 nominations
<div style="border: 1px solid black; padding: 10px;"> <p>1. You WI Adviser will explain what you need to do.</p> <p><input checked="" type="radio"/> Single Choice   <input type="radio"/> Multiple Choice</p> <p>Mary Purple</p> <p>Denise Brown</p> <p>Jenny White</p> <p>Helen Green</p> <p>Suzy Black</p> <p>Carole Grey</p> <p>Marion Pink</p> <p>Answer 8 (Optional)</p> <p>Answer 9 (Optional)</p> <p>Answer 10 (Optional)</p> <p style="text-align: right;">Delete</p> </div>	<div style="border: 1px solid black; padding: 10px;"> <p>1. You WI Adviser will explain what you need to do.</p> <p><input checked="" type="radio"/> Single Choice   <input type="radio"/> Multiple Choice</p> <p>Mary Purple</p> <p>Denise Brown</p> <p>Jenny White</p> <p>Helen Green</p> <p>Suzy Black</p> <p>Carole Grey</p> <p>Marion Pink</p> <p>Ann Yellow</p> <p>Wendy Orange</p> <p>Lynn Blue</p> <p style="text-align: right;">Delete</p> </div>



**B: If you have 11 or more nominees**

Your first 9 nominations will appear on the first list (**Question 1**).

Your remaining nominations will appear on the second list (**Question 2**).

The last option on each list (Question) should read: **Not on this list**.

Remember to press **Save**.

Your first question (9 names + 'Not on this list')	Your second question (remaining names + 'Not on this list')
<p>1. Your WI Adviser will explain what you need to do.</p> <p><input checked="" type="radio"/> Single Choice   <input type="radio"/> Multiple Choice</p> <p>Mary Purple</p> <p>Denise Brown</p> <p>Jenny White</p> <p>Helen Green</p> <p>Suzy Black</p> <p>Carole Grey</p> <p>Marion Pink</p> <p>Ann Yellow</p> <p>Wendy Orange</p> <p>Not on this list</p> <p style="text-align: right;">Delete</p> <p>2. Your WI Adviser will explain what you need to do. <a href="#">Edit</a> <a href="#">Delete</a></p>	<p>1. Your WI Adviser will explain what you need to do. <a href="#">Edit</a> <a href="#">Delete</a></p> <p>2. Your WI Adviser will explain what you need to do.</p> <p><input checked="" type="radio"/> Single Choice   <input type="radio"/> Multiple Choice</p> <p>Lynne Blue</p> <p>Susanna Ivory</p> <p>Juliette Cerise</p> <p>Not on this list</p> <p>Answer 5 (Optional)</p> <p>Answer 6 (Optional)</p> <p>Answer 7 (Optional)</p> <p>Answer 8 (Optional)</p> <p>Answer 9 (Optional)</p> <p>Answer 10 (Optional)</p> <p style="text-align: right;">Delete</p>