



## **How to Vote 101 Pre-Assembly Meeting Summary**

1. Every voting member will receive an email with their credentials and log-in information for the voting platform prior to the Assembly. The website for the voting platform is [www.vvoter.com](http://www.vvoter.com).
2. A smartphone, tablet, or computer can be used to vote. While logging in and out on a shared device is possible, it is not the most efficient approach, so it is not recommended.
3. On the day of the Assembly, voting members will need to have access to both Zoom and an internet browser (Chrome, Safari, Edge).
4. If a voting member's screen is not matching the main Assembly screen, then refresh the internet browser.
5. Voting members will need to navigate in between Zoom and the browser to vote. This will include minimizing and maximizing windows on your screen. The escape button on your keyboard can be used to minimize a full screen window.
6. The voting platform will be used for all parliamentary procedures including to check into the Assembly, indicate that a voting member wants to address the Assembly, and for all votes throughout the meeting.
7. Each vote will be open for a particular period of time announced by the chair of the meeting.
8. To vote, voting members select from the options, then hit submit. The screen will read, "Vote Received: (Content of Vote Cast)". To change a vote, make a new selection and press submit again. The vote that is counted is the final vote.
9. If a voting member does not see, "Vote Received", they may need to scroll down on the window. However, if they do not see it after you have looked over the entire window, please contact the technology help team.
10. There are three types of votes:
  - a. Yes/No. Example: for or against a motion
  - b. Multiple Choice Select 1. Example: voting for one Synod Council position
  - c. Multiple Choice Select 2. Example: voting for 2 Churchwide Assembly voting members
11. The "Speak" button will provide options for addressing the Assembly.
12. The Zoom Chat will not be used for any official parliamentary action. Only for resource sharing, requesting technology help, and directions.