

## Quick Zoom to Polling

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A quick guide to learn  
how to create a Zoom  
Poll for elections

# Zoom Polling





# Why Zoom Polling?

- We have determined that the Zoom Polling features will provide the best option for us to host our club elections. Here are some of the benefits of the Polling feature:
  - Zoom polling allows multiple choice questions
  - Polls can be setup in advance
  - Polls can be modified on the fly
  - Each participant has one vote

# Zoom Polling Concerns



- We did notice two small issues with the polling method:
  - Each participant can vote. Be sure to tell guests not to vote. If necessary, the host can send the guests to the waiting room so they do not accidentally vote (right click and send to waiting room).
  - The host vote does not count, so they should not run the polling. The club can invite someone to run the poll such as your area director, division director or a friend from a neighboring club. If you choose not to have someone else run the poll, then the person running the poll can be the “tie breaking” vote.

# Create a Zoom Poll

# Turn Polling On

1. Go to Zoom.us and login
2. Click Account Management > Settings
3. Go to the Polling option of the meeting and confirm it is turned on

## Polling

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

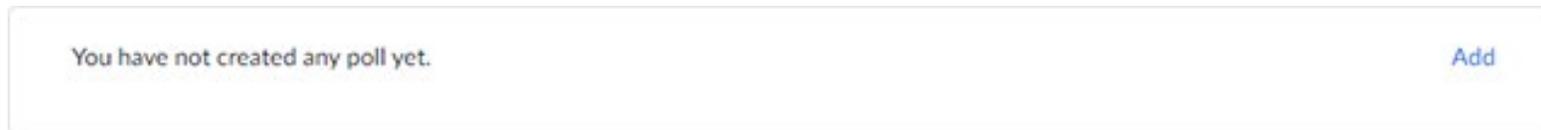


Modified [Reset](#)

4. If the option is greyed out, it has been locked by your Zoom Administrator
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# Create a Poll

1. Determine your slate of officers
2. Go to the Meetings page and create a *scheduled* meeting
3. SAVE the meeting
4. From the Meeting Management page, scroll to the bottom to find the Poll option.



Click Add to Begin

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# Sample Poll (One Person Running for all Offices Except VPM)

Slate of Officers 

Anonymous? 

1. 

Do you accept the following officers:

President - Malcom Jackson

VPE - Janet Framer

VPPR - Sally Jordan

Secretary - Brian Sellio

Single Choice     Multiple Choice

Yes

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No

Slate of Officers 

Anonymous? 

1. 

Do you accept the following officers: President - M... [Edit](#)

2. 

Vice President of Membership

Single Choice     Multiple Choice

Peter Lomen

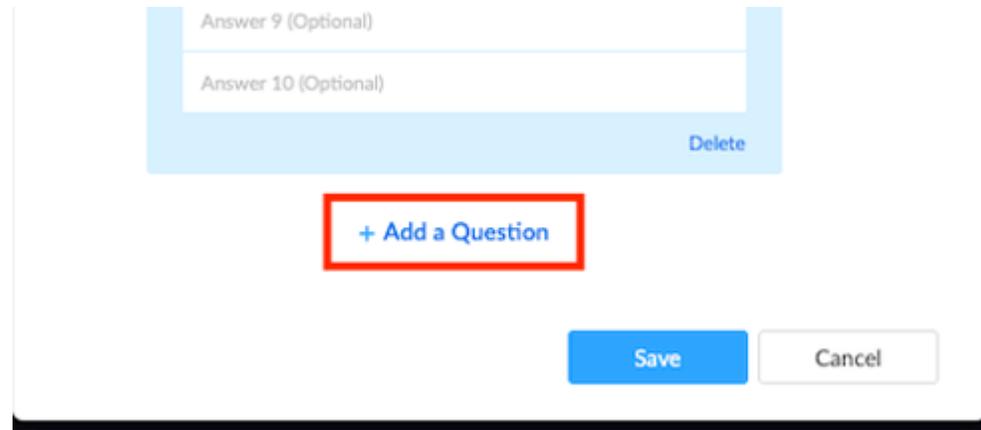
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Randy Topper

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# Note to Create a Poll

1. Check the box that says Anonymous?
2. Click Add a Question at the bottom if you have multiple candidates



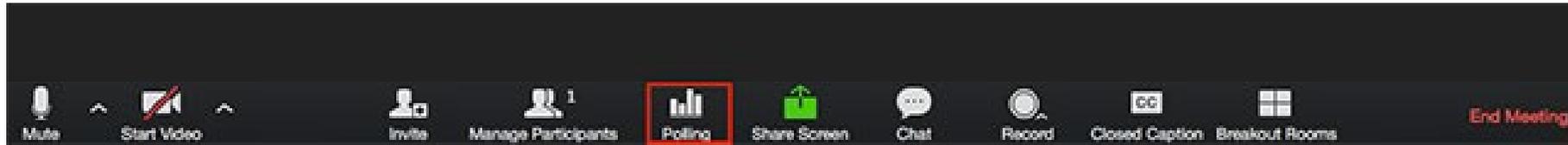
The screenshot shows a poll creation interface. At the top, there are two text input fields labeled "Answer 9 (Optional)" and "Answer 10 (Optional)". To the right of the second field is a "Delete" button. Below these fields is a red-bordered button labeled "+ Add a Question". At the bottom right, there are two buttons: a blue "Save" button and a white "Cancel" button.

3. Polls can be edited during the meeting
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# Launch a Zoom Poll

# Launch a Poll

1. Start the scheduled meeting
2. Select the Polling option in the menu bar



3. Select the Poll you just created
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# Launch a Poll

Polls

Polling 3: Slate of Officers

▼ Edit



1. Do you accept the following officers:

President - Malcom Jackson  
VPE - Janet Framer  
VPPR - Sally Jordan  
Secretary - Brian Sellio  
Treasurer - Money Penny

Yes

No

2. Vice President of Membership

Peter Lomen

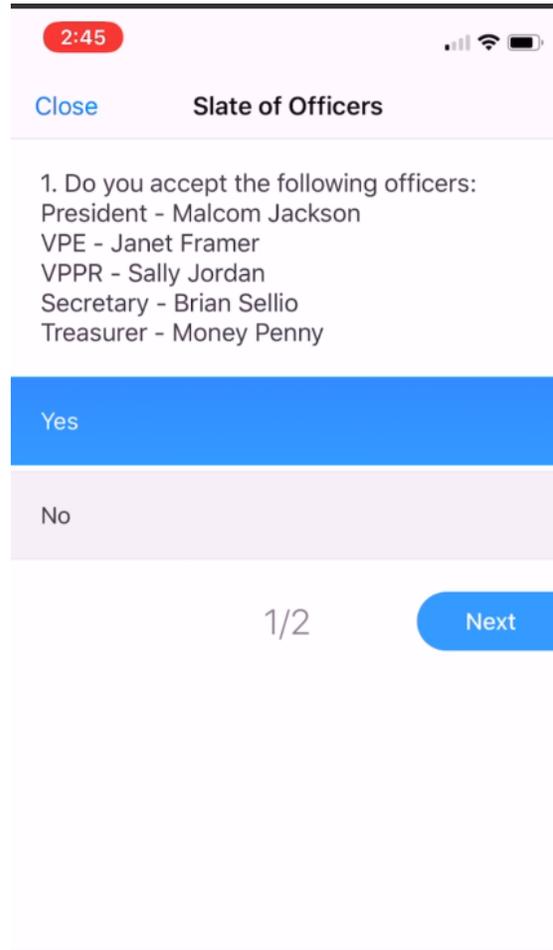
Randy Topper

Launch Polling

## Click Launch Polling

The participants will be prompted to answer the questions

# Members Will See (Mobile Screen)



Click Next



# Members Will See (Mobile Screen)

A mobile application interface for a 'Slate of Officers' screen. At the top, there is a status bar with the time '2:45' in a red pill, and icons for cellular signal, Wi-Fi, and battery. Below the status bar is a header with a blue 'Close' link on the left and the title 'Slate of Officers' in the center. The main content area displays the heading '2. Vice President of Membership' followed by a list of names: 'Peter Lomen' and 'Randy Topper'. 'Randy Topper' is highlighted with a blue background. At the bottom, there are three blue buttons: 'Previous' on the left, '2/2' in the center, and 'Submit' on the right.

Click Submit

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The screenshot shows a poll window titled "Polls" with a green header bar. The header bar contains the text "Slate of Officers in Progress" and a timer "1:26". Below the header, a dark bar indicates "Attendees are now viewing questions" and "1 of 1 (100%) voted". The main content area displays a poll question: "1. Do you accept the following officers:" followed by a list of officers: "President - Malcom Jackson", "VPE - Janet Framer", "VPPR - Sally Jordan", "Secretary - Brian Sellio", and "Treasurer - Money Penny". Below the question, there are two options: "Yes" with a blue bar representing 100% (1 vote) and "No" with a grey bar representing 0% (0 votes). The second question is "2. Vice President of Membership", with two candidates: "Peter Lomen" (0% 0 votes) and "Randy Topper" (100% 1 vote). At the bottom, there is a blue button labeled "End Polling".

Question	Option	Count	Percentage
1. Do you accept the following officers: President - Malcom Jackson VPE - Janet Framer VPPR - Sally Jordan Secretary - Brian Sellio Treasurer - Money Penny	Yes	1	100%
	No	0	0%
2. Vice President of Membership	Peter Lomen	0	0%
	Randy Topper	1	100%

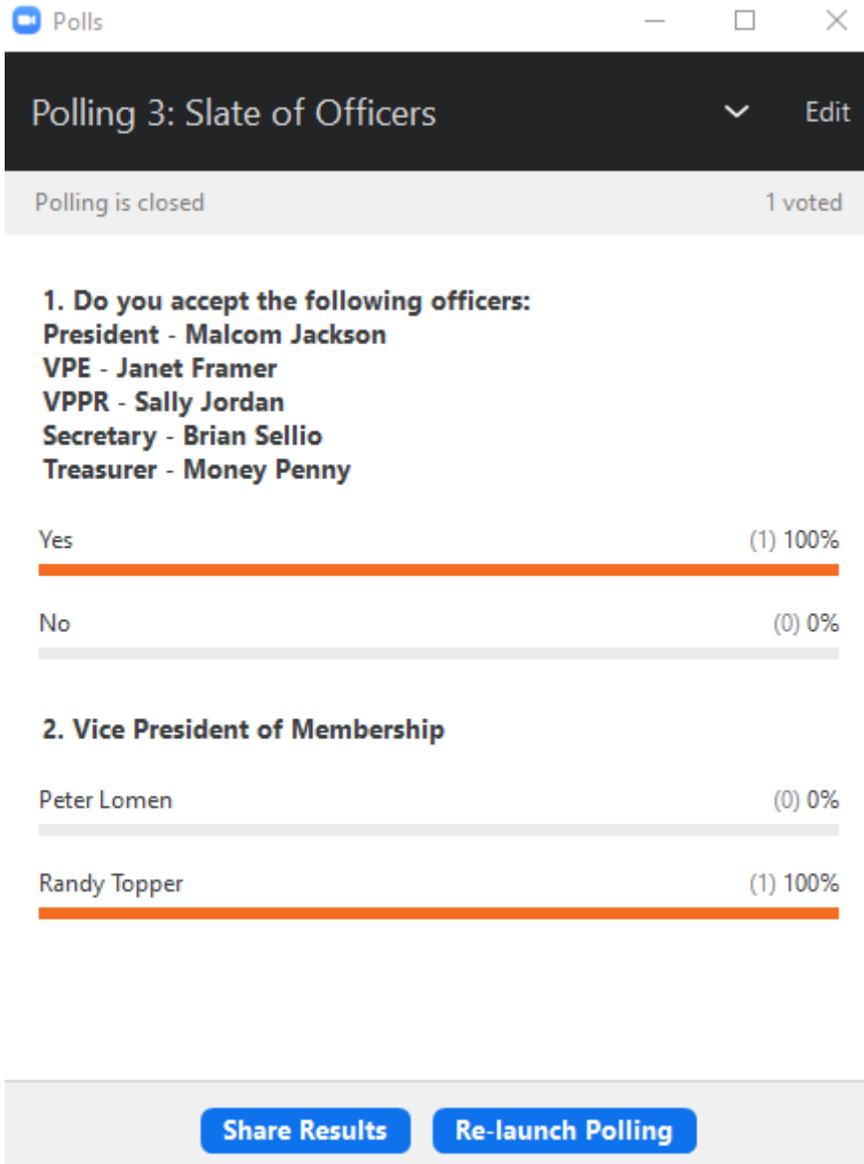
Host Will See

1) The Time the Poll is Running = 1 minute 26 seconds

2) Percent Who Voted

Click End Poll

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# Final Answer

Take a picture of the answers

If you have a tie – the Host votes if they are a member

Relaunch if necessary

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Congratulations to  
Your New Officers