Zoom Polling/Toastmaster Officer Election information

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Fyi-I'm going to use Zoom.us as an example.

==**IMPORTANT NOTE ON ZOOM**: the Zoom Host is the only one who can create/edit polls. Also, the **Zoom Host doesn't get to vote.** Therefore, it is important to invite someone (i.e., Area/Division/District Director) to administer the election as the Zoom Host OR have the club member log in with a separate device from the one used as the host.==

1-At least two weeks prior to election, appoint nominating committee.

2-At least one week prior to election, committee presents nominated candidates to club members.

3-At the election meeting, the first thing to do is determine if a quorum has been met. If not, the election has to be rescheduled. Assuming a quorum is present:

> (a)-briefly explain the seven offices (if not enough candidates, a minimum of 3 offices: president, a vice president, and the secretary). While the VP can be any of the three VPs (VPE, VPM, or VPPR), I suggest VPE due to access to Pathways/Bootcamp.)

> (b)-the nominating committee chair makes a motion to accept the slate of candidates for election (if you've multiple candidates for multiple offices, then motion to accept each office one at a time.)

> (c)-asking for second

> (d)-confirm with candidates if they would accept the position if elected

> (e)-ask if there is any nomination from the floor (for any office)

If no nominations from the floor:

> (f)-call for motion to close the nomination; requires a second to this motion; and a vote to close the nomination (simple majority)

> (g)-Zoom Host launches the poll. Members vote. After reasonable time, end the poll.

> (h)-Zoom Host shares the result with the club. Winners are announced.

If there is nomination from the floor (ex: VPE):

floor1-confirm with floor nominee if he/she would accept the position if elected. if yes...

floor2-allow floor nominee 2 minutes to speak; allow all other nominee(s) for the office of vpe to speak.

floor3-ask one more time if there is any more floor nominee. hearing none...

floor4-motion to close the nomination for the office of vpe; requires a second; and a vote to close this nomination

floor5-Zoom Host to launch a newly created poll for the office of vpe only. members vote. after reasonable time, end the poll.

floor6-Zoom Host share the result with the club. Winner for the office of vpe announced.

floor7-go back to "step f" above to vote for the rest of the offices (all together at once).

The idea is to hold a separate vote only for the office(s) with multiple candidates.

How to create and manage poll:

1-Polls can be created ahead of time.

2-You can log into your Zoom.us account from a browser to create a poll(s). However, it is much easier to do it inside a meeting

3-Using Zoom main account to start a new meeting

4-Click on Poll to create a poll

5-Enter title of the Poll; in the question box, list all nominees & offices. (there is a limit on how many characters you can use. use shorthand when possible); answer1=yes; answer2=no

6-if there are more than two nominees for an office, create a new poll for only the office with multiple nominees. Vote on this office, before going back to the other offices.

7-if #6 is true, edit the original poll by deleting the office that has already been voted on.

Finally, if you feel it is important to keep a record of the vote, then screen capture the shared result. Zoom can provide a download on polling results. However, it is clunky, and if there is any change to the poll during the meeting, or relaunching of the polls, the report generated can be gibberish. Screen capture or not, the Secretary should create official minutes on the election quorum, motions entertained, and vote results.