

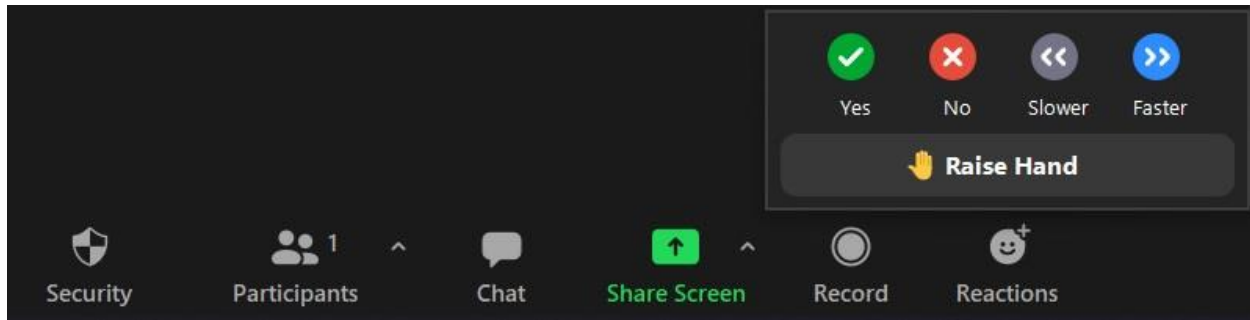
Voting in an online video meeting:

Upon closure of any debate on the motion at hand, the chair may inquire, “Are you ready for the question?” If no one raises an objection, the chair should read the motion, along with any friendly or agreed-to amendments. The chair may waive the reading of the motion at the request of the committee.

The chair may then ask if anyone opposes the motion. Voting members may either note their opposition by voice or by using the “raise hand” feature on Zoom. Should no one oppose, the chair may declare the motion adopted. Should any member voice opposition, a vote shall take place.

For in-meeting votes on Zoom, there are two primary methods to take a vote: by using the internal non-verbal feedback options, or by voice. The best practice for either form of voting is to ensure that all members have their cameras on throughout the vote, so the clerk or secretary may confirm the identity of the members.

The internal non-verbal feedback panel is found under the “reactions” icon at the bottom of the Zoom window, as pictured below.



To vote using the non-verbal feedback, the chair may call the vote and ask all members to respond with either the “Yes” or “No” reactions. The clerk or secretary shall then count the votes and provide the results to the chair to announce. Should the chair deem the vote to be close enough to require clarity, he may then request a verbal vote.

To vote using the verbal responses, the chair shall be provided with a roll call of all voting members present in the meeting. The chair shall call on those members, who may then state their vote by voice. The clerk or secretary shall record their vote by their name on the roll call. Should a member’s vote be in any way unclear, the chair may request said member to repeat their vote. It is up to the chair’s discretion whether to acknowledge a visual sign, such as a raised hand, to record a vote.

Should any member fail to respond, the chair may call their name again and pause for a reasonable amount of time before continuing with the roll call. Once the roll call is complete, the chair shall return to said member and once again request their vote.