Diocese of Fredericton

Voting on Zoom Business Meetings – for Participants

This document is intended to provide some help with how to vote within a Zoom meeting.

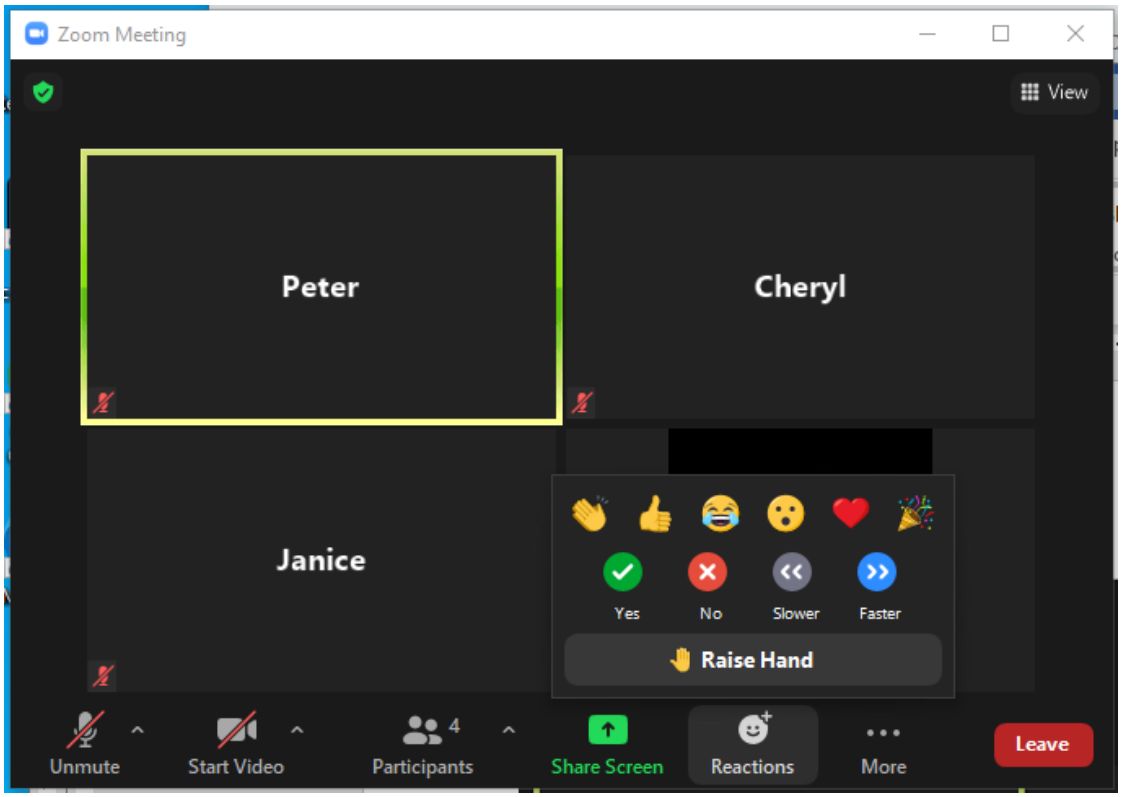
This document covers the following actions:

- Using the Raise Hand reaction to ask to speak or to move or second a motion.
- Using the Yes and No reactions to vote on a motion.
- Using the polling feature to vote when there are multiple options (for example, to choose delegates to Synod).
- Note: for those joining the meeting by telephone only: Press *9 to both raise hand and signify a "yes" vote.

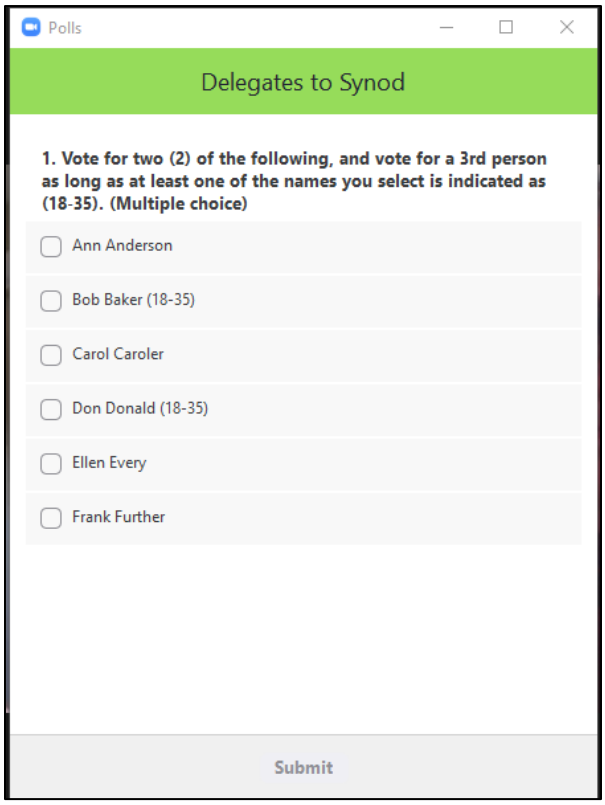
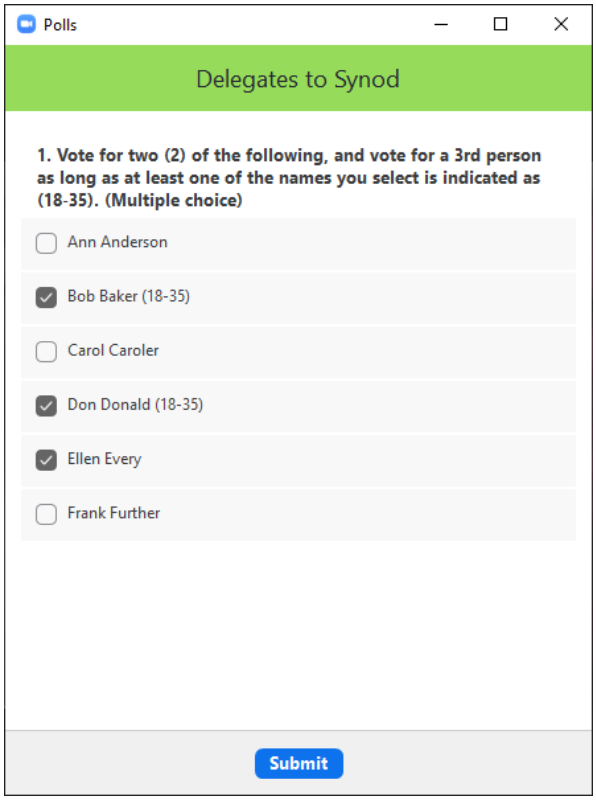
Using Reactions

Each meeting participant (other than a host or co-host) will be able to access Reactions from the function bar at the bottom of the Zoom window. The function bar appears by scrolling the mouse over the bottom of the window.

Choose either the **Raise Hand** button or the **Yes** or **No** icons as you are directed.



Using Polling

When the meeting host launches a poll, you will automatically see it on your screen.

Respond to the poll as the instructions indicate and click **Submit**.