



How To: Run Virtual Elections

This guide outlines different ways that you can run club or association elections during virtual meetings.

Using Google Forms

A custom form tool such as Google Forms can be helpful for collecting votes for your election. This tool can ensure votes are anonymous and can be used on or off a virtual meeting.

- Start by setting up the form prior to your meeting, that way it is simple to quickly add the names of the nominated individuals up for election.
- To set up your form visit www.forms.google.com
- Click add new form to start
- Add a title and description to your form, this could be your club or association name and should include simple instructions for members.
- Add a multiple choice question, in the question field note the role that you are asking members to vote on.
- In the answer options, list the names of the nominees for that role
- Ensure to click the "Required" button on the bottom right so that each participant votes for all roles.
- Repeat this step for each role, for example Vice President, Secretary, Press Reporter etc.
- Once you have added all of your nominee's names, then share the link to your members to complete.
- Click send on the top right, then select the second option and copy the link to share.
- As the administrator of this form you will be able to see the results from the form responses by clicking responses.

To view an example of a Google Form template for elections, [click here](#).

Using the Whiteboard on Zoom

If you are using Zoom, we encourage you to use their whiteboard feature to quickly set up an election and have members use annotation tools to cast their vote.

- In the Zoom meeting, click Share Screen on the bottom menu.
- Select the White Board tool on the share screen menu, click Share.
- Using the whiteboard tools, write the names of the nominees on the whiteboard.
- Have members use the stamp to cast the vote on the whiteboard.
- You can also use annotation tools over a prepared slide, if you would like.

In the view options setting, (click the three dots on the screen sharing menu at the top of your screen. You can disable and enable annotation tools for members, you can also select to hide the names of annotators, which makes voting anonymous .

To watch a tutorial on using the whiteboard for elections, [watch the Advanced workshop here](#) (annotation tools at 19:20)



How To: Run Virtual Elections

Using Polls

Polls is a Zoom feature that allows you to electronically poll your audience. This is a quick and easy way to run elections as well.

- On your menu at the bottom of the screen, select polls.
- Open the poll you had previously set up or start a new one.
- Input the role and the nominees into the poll form.
- Ensure you click, to keep the poll anonymous so participants know their vote will not be shared with the host.
- Start the poll, allowing participant's to cast their vote.
- Once everyone has cast their vote, close the poll. Share and or download the poll results.
- Repeat for every position you are voting for.

To watch a tutorial on using the Polls feature in Zoom, [watch the Beginner workshop here](#) (polls demo starts at 50:38)

Tips & Tricks

- If you have multiple members joining from one device, it makes it hard to use an option like Polls, as only one user can vote. Try using the whiteboard or google forms to ensure all members have their vote counted.
- If a participant doesn't have access to any of these tools (some features aren't available based on the version of Zoom they are using) we recommend having those participants send a private message to the meeting host with their vote.
- The key is to be prepared with your form, poll or slide before your meeting so that you only have to add the names as the nomination process is taking place.
- Have members use the Raise Your Hand function to second or support a motion.

Video Resources

Roberts Rules of Order Quick Video Overview - https://www.youtube.com/watch?v=PGOSZKIS9_4

4-H Canada - Parliamentary Prodedue for Newbies - <https://www.youtube.com/watch?v=BEffREhvsQL>

Basic 4-H Parliamentary Procedure Training - <https://www.youtube.com/watch?v=AvEml4H6sg>

