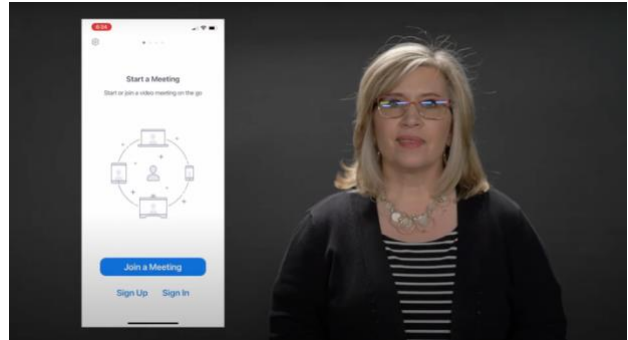


Electronic Voting by Zoom Tutorial

We are excited to announce that we will be using the Zoom Mobile App to conduct electronic voting this year at Network Council! Electronic voting will only be available for those who attend Network Council. This article will walk you through four easy steps to downloading the app and joining the meeting as well as two different types of voting. You may watch the tutorial video on our website, www.rmdc.org, under Network Council.

1. **Access your phones app store.** If you have not already done so, download the Zoom Cloud Meetings App onto your smart phone or tablet. If you are using an iPhone, you will want to locate the App Store. It looks like a capital A and will say App Store underneath. If you are using an Android, you will want to locate the Google Play App. It looks like a multicolor triangle on its side or a multicolored arrow. Touch the icon and your app store will open.



2. **Download the Zoom app.** You will then need to use the search bar at the top for Zoom Cloud Meetings. Once you find it, click download and wait for the app to download. When it is finished, click open.
3. **Type meeting ID.** Once you have opened the Zoom App, select Join Meeting and input the Meeting ID Number. This number will be provided for you before business starts. Type your Meeting ID Number into the appropriate space and click Join, making sure your name is listed underneath the Meeting ID Number. This will allow us to keep the integrity of the vote pure.
4. **Join Meeting.** Press JOIN but **DO NOT** press CONNECT TO AUDIO.
5. **Press "OK".** Click OK if a new window pops up and you are ready to vote.

During the business session, your screen will display this year's Network Council Artwork. There is no need to do anything but wait for the ballot to appear on your screen.

1. When the ballot options appear, make your selection and tap **Submit**.
2. If a ballot requires **multiple selections**, the chair will inform you that this is the case, and you may select all the choices you wish. By selecting a name, you are voting **Yes**. If you choose to vote **No**, simply leave the selection unchecked.

When the voting is complete, click **Leave**; and the meeting will be over. If for some reason you accidentally leave a meeting too early, just follow the steps above and join again.

Following are four things to keep in mind during voting:

1. To maintain the integrity of the vote, the moderators will remove you from the meeting if you are not ordained, licensed, or an approved church delegate.
2. If your name appears twice in the list of attendees, one of those names will also be removed from the meeting. Married couples must be logged in with their own logins.
3. Once you have voted and clicked submit, you cannot change your vote so be certain you have selected correctly before hitting submit.
4. Please try to vote in a timely fashion. The chair will give ample time for everyone to vote; but once the ballot has closed, it cannot be reopened.

If you have any questions or need help getting your Zoom Mobile app set up, visit the Solutions Desk at Network Council. We are happy to help.

* You can also watch a video tutorial on YouTube at this link: <https://youtu.be/8YQtbjRwYRg>