BoardBook®

Electronic Voting in BoardBook Premier

Electronic Voting in BoardBook Premier is a BoardBook Premier Advanced Feature. BoardBook allows your Minutes Manager to trigger an electronic vote. This places a pop-up window on your Voting Member's screens with the motion and allows them to cast and confirm their votes. Once all the votes are recorded the Minutes Manager saves the action.

In this document we will cover the following subjects:

> Preparing for the vote – Account and Meeting Configuration
> The Minutes Manager
> The Voting Members

NOTE: To use electronic voting a user with the Minutes Manager must use the 'Take Action' task to trigger and save the action and all participating Voting Members must be on the View Meeting Details screen and cast their votes by taking action on the screen presented.

Preparing for the Vote – Account and Meeting Configuration

To use Electronic Voting the account settings must be updated. This can be done by a user with the 'Settings Manager' permission.
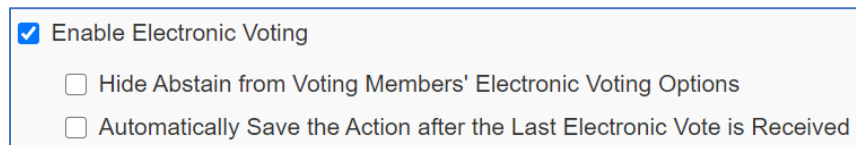
NOTE: Changing system settings incorrectly can cause issues which may be very difficult to recover from. Many of the settings in this section are NOT intuitive. Please only change or update settings as specifically described in these instructions.

To enable Electronic Voting or access Account wide settings go to 'Settings' in the Gray Menu bar and select 'Action Options'. Scroll down in this section to find the settings identified below:

Here you can check or uncheck the following options:

> Enable Electronic Voting
>> Hide Abstain from Voting Members Electronic Voting Options.
>> Automatically Save the Action after the Last Electronic Vote is Received.

Note that the screenshot below is simply showing the relevant information and not indicating which options should be selected in your case.

Within a specific meeting Electronic Voting can also be enabled or disabled.

This setting can be used either while creating the meeting, or after the meeting has been created by using 'Edit Meeting' get to the Meeting screen. At the bottom of the screen is an 'Advanced Option' to enable or disable electronic voting for this specific meeting.

NOTE: This setting will override the account wide setting previously discussed. In this way it is possible to disable electronic voting for a specific meeting while leaving it enabled for others, or vice versa.

Enable Electronic Voting: [Use the Default from the Settings]

- [Use the Default from the Settings]
- No, Do Not Allow Electronic Voting
- Yes, Do Allow Electronic Voting

The Minutes Manager

To use Electronic Voting for a meeting there are certain requirements / recommendations

> Electronic Voting must be enabled for the account, or specifically enabled for the meeting.

> Prior to voting (typically at the start of the meeting) a user with the 'Minutes Manager' permission should use the 'Attendance' tool to identify any voting members who are not attending the meeting. If a voting member leaves the meeting, or a previously absent member arrives prior to a vote, the 'Attendance' tool should be run again to document this change.

> To participate in Electronic Voting a 'Voting Member' must be using the 'View Meeting Details (Join Meeting)' option. Electronic Voting is not available on the 'Meeting Quick View' screen.

> During the meeting, a user with the 'Minutes Manager' permission must use the Take Action tool to start the 'Electronic Vote'.

NOTE: If using the 'Automatically Save the Action after the Last Electronic Vote is Received' option is used, the presence or absence of voting members must be correctly documented so that an 'absent' voting member will not prevent the action from automatically saving.

NOTE: This section will only cover actions by the 'Minutes Manager' that are directly involved in Electronic Voting. For information, or a refresher on using the 'Minutes Manager' tools during a meeting please review the 'Holding a Meeting Walkthrough' section of the full recorded training located on our support page.

When the meeting has reached an item where a vote will occur the 'Minutes Manager' will click on the 'Take Action' button in the light blue menu bar. This will open the 'Take Action' screen:

Before the Minutes Manager can choose 'Open/Start Electronic Voting' the following conditions must be met:
> A motion needs to be documented / selected
> The 'voting members' making and seconding the motion must be selected

To start the vote the Minutes Manager clicks the 'Open/Start Electronic Voting' button. The 'Save Action' is used to save the results of the vote if the 'Automatically Save the Action after the Last Electronic Vote is Received' option is not being used

The Voting Members

Once Electronic Voting for an item is opened by the 'Minutes Managers' the 'Voting Members' will receive a popup message with the motion and vote options.

NOTE: The Voting Members must be on the 'View Meeting Details' screen for the meeting in order to participate in Electronic Voting.

Here is a sample of what the pop will look like. The pop-up will contain the motion and vote options. The specific vote options can be controlled in settings

Once the Voting Member has clicked a voting option they will receive a confirmation pop-up they will need to take action on.