BC Chamber of Commerce

AGM & Policy Sessions - Voter User Guide

Updated May 13, 2023

Welcome to the ClaroVote voting platform. This guide outlines how to log-in to the platform, how to vote on a resolution and how to amend a resolution.

Technical Requirements:
The voting platform for the *BC Chamber of Commerce Policy Sessions 2023* requires a reliable internet connection. You can access the platform on a desktop computer, mobile device such as phone, tablet, or iPad. ClaroVote allows voters to vote from their device. A presenter screen will be displayed at in-person events, or through the zoom meeting if you are attending a hybrid session. The presenter screen tracks the course of the meeting.

New for 2023: If you are registered for the BC Chamber AGM & Conference through ClaroEvents, log in at https://bcchamber.claroevent.ca to access the voting sessions and zoom video call through the event home.

If you are following a hybrid meeting, you may find it easier to have two devices; one to follow the meeting, and a second device (such as a smartphone, or iPad) strictly for voting. If you are comfortable with multiple screens you can toggle between two screens on a single computer.

Technical support related to voting is available by email: **support@clarovote.zohodesk.com**

HOW TO LOG-IN
1.0 Registration Email
You will have received an invitation email with the subject line: "Voter Details …" from "ClaroVote" confirming your registration for the upcoming meeting. If you do not see the message in your inbox, be sure to check your junk or spam/promotions folder. Please allow yourself 30 minutes prior to a meeting for sign-in. This will ensure that you have ample time to resolve any technical issues that may arise.

In the email click on the blue "Click here to Vote" button to access the voting platform or copy and paste the link below if you prefer.

Copy and paste your access code from the email into the Access Code box on the log-in screen. See sample email below.

Figure 1: Sample Invite Email

1.1 Voter Log-In

For a video explaining log-in procedures please visit: https://clarovote.ca/login-video.php

Once you have clicked the link in the email you will be taken to the log-in page. Enter your email and your **six-digit voter access code** provided in the registration email. Then click the green "Sign In to Vote" button.

Please note: For simplicity, we will use the same access code for the training session on May 25, 2023 and theAGM & Policy sessions on June 1 & 2, 2023.

Figure 2: Voter Login Page

1.2 Welcome Page

After signing in, you will be directed to the welcome page. Please review your information carefully and confirm all your details. If your information is correct, click the green "Confirm Details" button. If your details are not correct click on the red "Details are not correct" button, which will log you out of the voting page. Please contact **support@clarovote.zohodesk.com** for further assistance.

Hello Penny

BC Chamber May 17 Demo

Welcome to ClaroVote. Please verify your personal details   ⊗

Thank you for taking the time to participate in the voting process. Please verify your personal details below.

If the information is correct, click the "Confirm Details" button to confirm and go to the Votes.

If there is a problem with the information below, please contact us at support@clarovote.zohodesk.com.

Name: Penny Robertson
Access Code: 097856
Email Address: penny@clarosolutions.ca
Meeting Name: BC Chamber May 17 Demo
Meeting Date: May 19, 2022

Confirm Details   Details are not correct

Figure 3: Welcome Voter Page

1.3 Meeting Page & Prompt

After verifying your details, you will be directed to the meeting page (main page). A green prompt will help you follow the course of the meeting. As actions become available, such as a resolution or a vote, they will be listed on your screen. Click the green button to follow the current action of the meeting.

1 Resolution on Summer Weather "View & Discuss".   ✕
Please click the button to go there now.

Go To Resolution

Figure 4: Sample "Go To Resolution" Prompt

1.4 Point of Order

If at any time during the meeting you wish to raise a point of order, click the red "Point of Order" button in the top right corner of your screen. You will be asked to confirm that you do indeed wish to raise a Point of Order. This action will prompt the meeting chair; this will also show up on the meeting chair screen and the presenter screen.

2.0 HOW TO VOTE ON A RESOLUTION

For a brief how-to vote video, please see https://clarovote.ca/voting-video.php

2.1 Review Resolution

On the meeting page (main page) you will have the option to view a resolution. To review the resolution, click on the yellow "View Details" button.

Figure 5: Vote List – View Details

If a resolution is open for voting you will see the green visual prompt requiring you to act. Click on the green "Go to Resolution" button. If applicable, you may move a motion by clicking the green "move" button or the green "second" button.

Figure 6: Button to Move a Resolution

When the resolution is opened for voting you will be prompted to go to the voting page. To vote for the resolution click the green "In Favour" button or click the red "Against" button to vote against the resolution. A second screen will ask you to confirm your choice.

Figure 7: Vote on a Resolution

2.2 How to Propose an Amendment to a Resolution

If you wish to propose an amendment to the resolution, click the red "Propose Amendment" button. The propose amendment button is only available when a resolution is in discussion as seen in the image below.

Figure 8: Propose an Amendment

You will be directed to the propose amendment page. In the text box, type your proposed amendment. No special formatting is required for amending the motion content. Changes to the amendment will be automatically formatted when you submit.

Once you have completed editing the motion or amendment click the green "Submit Amendment" button. The yellow "Cancel Amendment" button will cancel your proposed amendment and return you to the View Resolution page. Once your amendment has been submitted it will go to the Amendment facilitator for review. The presenter screen will also show that an amendment has been submitted.

Figure 9: Propose an Amendment Editor Window

2.3 How to Use the Speakers List

Voting members can access the Speakers List directly through their voter interface during debate. The top right corner of the voter screen now includes a new blue button labeled "Add to Speakers List". See Figure 10 below.

If you wish to add yourself to the Speakers List for the current item, click the blue "Add to Speakers List" button. Your voter screen will notify you that you are on the Speakers List. You can also add a non-voting member* from your member chamber or board of trade to the Speakers List with the same button.

You can remove yourself from the Speakers List by clicking the grey "Remove from Speakers List" button. You will be asked to confirm that you wish to remove yourself from the Speakers List.

When you are recognized by the chair, you will be prompted to speak. Your voter screen will notify you that it is now your turn to speak. The presenter screen also shows the Speakers List and the queue along with a countdown timer. If the timer runs to 0:00, the member's speaking window ends and the meeting chair will proceed accordingly.

Figure 10: Add to Speakers' List

New for 2023

When debate changes from a motion to an amendment or from an amendment to a secondary amendment, the speakers list feature has been improved. A member may now have the opportunity to speak regarding a motion, its amendment, or secondary amendment separately.

During debate, the "Add to Speakers List" button is still displayed in the top right corner of the screen. Clicking this button will add a member to the speakers queue for the motion currently in debate. If a member brings forward an amendment, the queue of members who have not yet spoken about the motion will be retained, but priority will move to those wishing to speak about the current amendment. Members in queue will still be listed on the presenter screen, but will be grayed out and listed below the current amendment queue.
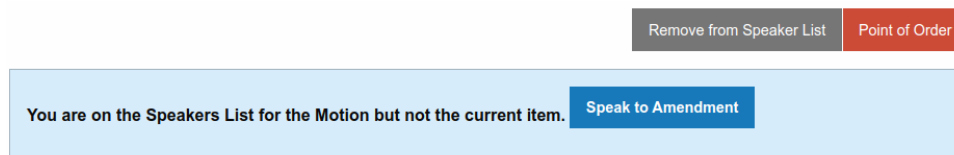

Figure 11: Speakers' List for Amendment

Figure 11 above shows a member who is in queue to speak about the motion but not the amendment. The member can now click the blue "Speak to Amendment" button if they wish to speak about the amendment as well. Similarly, the member can click "Remove from Speaker List" to be removed from the speakers list queue for the original motion.
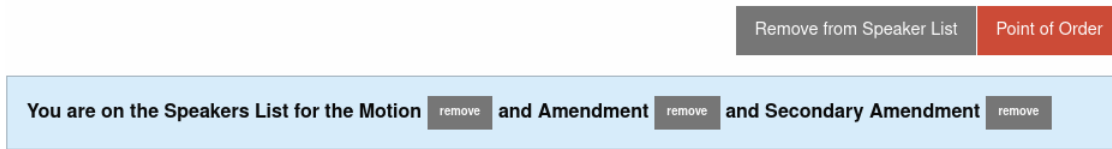
Figure 12: On Speakers' List for Motion, Amendment, and Secondary Amendment

Figure 12 above shows a member in queue for the motion, amendment, and secondary amendment. As indicated by the gray "remove" buttons, the member can remove themselves from any of the speakers list positions if they no longer wish to speak about a particular item.

The main "Remove from Speaker List" button will remove the speaker from their most current speaker list position. For example, if in queue for all three and currently debating the secondary amendment, clicking the main "Remove from Speaker List" button will remove the member from the queue for the secondary amendment.

The speakers list queue on the presenter screen will show the current queue in chronological order with the next speaker at the top and subsequent speakers below. Speakers that have been pre-empted for an amendment will stay on the speakers list for the main motion but will be listed in a grayed-out state. When debate returns to the main motion or resolution, those speakers will again be listed as they were before the amendment was proposed.

* Non-voting members wishing to speak

If a member present either in-person or virtually is not the voting delegate for their chamber of board of trade, they must communicate by other means with their voting delegate. Only the voting delegate has the opportunity to add someone to the speakers list. A non-voting member must let their voting delegate know they would like to speak so the delegate can add them to the speakers list. When the meeting chair recognizes a speaker, the non-voting member may use that speaking opportunity as discussed with their voting delegate.

3.0 Export Vote Responses

After voting you have the option to export your responses. Click the blue "Export My Reponses" button in the top right of the screen to download a copy of your responses and the results of the vote as a PDF document.
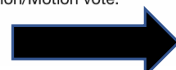

Figure 13: Export Responses Button

8