

HOW TO LOG-IN

1.0 Registration Email

You will have received a confirmation email when you registered yourself or were registered for an event. For best results please whitelist the email address clarovote@clarovote.ca. Note this email address is not monitored.

If you have not received a confirmation email in your inbox be sure to check your junk or spam folder. Please allow 30 minutes prior to a meeting for sign-in if attending remotely. This will ensure you have ample time to resolve any technical issues that may arise. Sign in to your voting session using the link or button in your email voting invitation.

If you are not a registered voting delegate, you will not have access to ClaroVote.

When you log in successfully, you will be see your current voting delegate information displayed on the ClaroVote Welcome Page.

1.2 Welcome Page

Please review your information carefully and confirm 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. This will present a dialog box where you can specify which information is not correct and submit that information to our support email address. Please contact support@clarovote.zohodesk.com for further assistance if necessary.

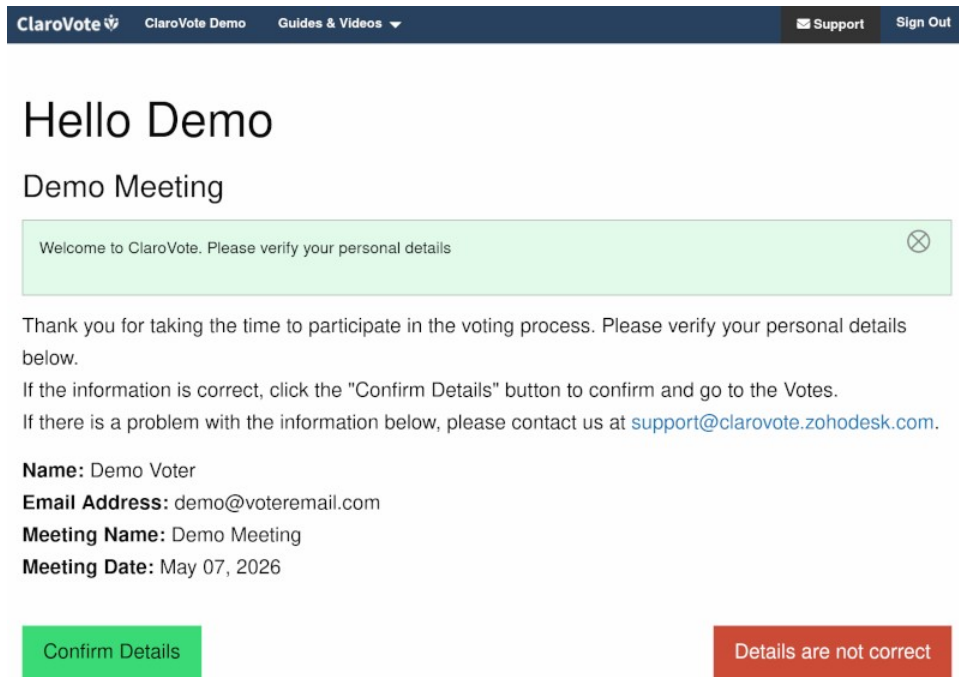


Figure 3: Voter welcome page

1.3 Meeting Page & Prompt

After verifying your details, you will be directed to the main meeting page. As votes and motions become available they will be listed here. When a voting item becomes available you will see a prompt informing you of the meeting state. Click the green button to follow the current action of the meeting.

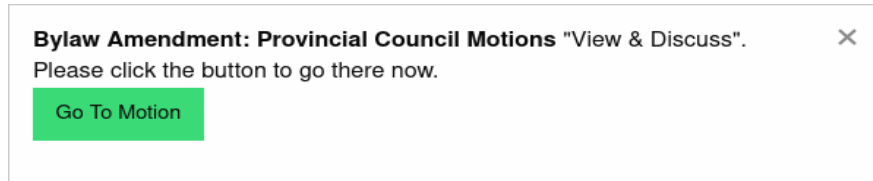


Figure 4: “Go To Motion” prompt

1.4 Point of Order

If you wish to raise a point of order at any time during the meeting click the red “Point of Order” button in the top right corner of your screen. The meeting chair will give you an opportunity to speak regarding your point of order.

2.0 How to Vote on a Motion

2.1 Review Motion

On the main meeting page you will have the option to view a motion. To view the motion click on the yellow “View Motion” button.

Voting for Northern Branch Sep 2020

Thank you. Your Vote has been saved.

Hello Trina.

Thank you for taking the time to participate in the voting process as a representative for SD05 Southeast Kootenay. Your votes will count towards the final resolution of the Election or Motion vote.

Meeting Date: September 21, 2020

3 Votes

Vote	Voting Open	Response	Action
Board of Directors	09:00am Sep 17 - 05:00pm Oct 10, 2020	James [1]	Completed 4:51 PM on 30 Sep, 2020
Test Branch Motion	09:00am Sep 17 - 05:00pm Oct 17, 2020	In Favour	Completed 11:30 AM on 01 Oct, 2020 view motion
Branch treasurer records	09:00am Sep 21 - 05:00pm Oct 17, 2020		Vote view motion

Figure 5: Voting item list

If a motion is open for voting you will see the visual prompt requiring you to act. Click on the green “Go to Motion” button. At this point the motion will generally be in debate. When prompted by the meeting chair you may move or second a motion by clicking the green “move” or “second” button that will be displayed below the current motion. The first voting delegate to click the button will be recorded as the mover or seconder.

Title: Sample Motion 2

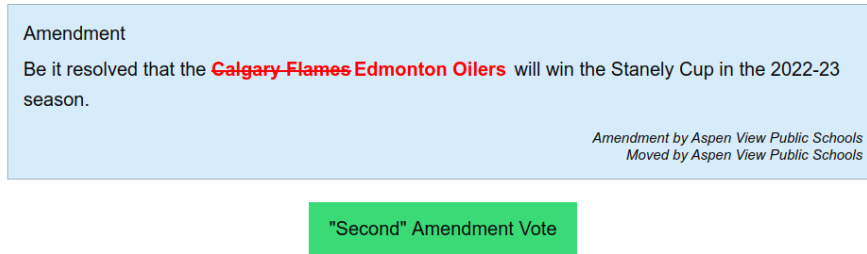


Figure 6: Amendment highlighted in red with “Second” button

When the motion is opened for voting you will be prompted to go to the voting page. To vote for the motion click the green “In Favour” button. To vote against the motion click the red “Against” button. A yellow “Abstain” button – which may be available according to association bylaws – allows you to abstain from the vote. Once you vote in favour, against, or abstain, you will be taken to another page to confirm your choice.



Figure 7: Motion Voting Page with Abstain Button

2.2 Propose an Amendment to a Motion

If you wish to propose an amendment to the motion click the red “Propose Amendment” button in the top right corner of ClaroVote. The propose amendment button is only available when a motion is in discussion as seen in the image below.



Figure 8: Propose an amendment button

When you click Propose Amendment you will be directed to the amendment page. Type your proposed amendment in the text box provided. No special formatting is required for amending the motion content. Changes to the amendment will be automatically formatted when you click the “Submit Amendment” button.

Once you have completed amending the motion click the green “Submit Amendment” button at the bottom of the page. The yellow “Cancel Amendment” button will cancel your amendment and return you to the View Motion page. Once your amendment has been submitted it will go to the Amendment facilitator for review.

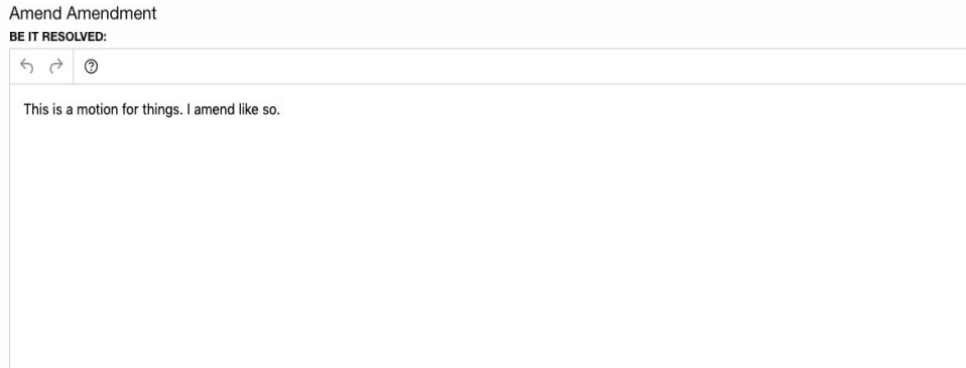


Figure 9: Amend a motion or amendment

2.3 Substitute Motion

ClaroVote supports proposing a Substitute Motion during debate if this is configured for your organization. Proposing and debating a substitute motion is similar to amending a normal resolution with a few important differences.

To propose a substitute motion, click the “Propose Amendment” button as you would for a normal amendment. On the propose amendment page you will see a new red button labelled “Propose Substitute Motion” below the text editor as seen in figure 10 below.

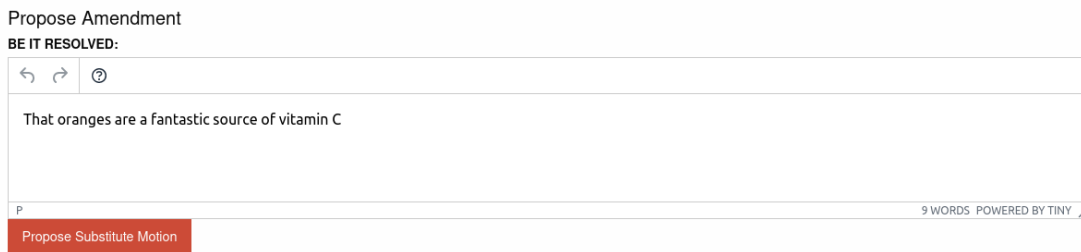


Figure 10: Propose amendment with Propose Substitute Motion button

Click the Propose Substitute Motion button to display a second text editor for a substitute motion as seen in Figure 11. Note that you may submit an amendment to the main motion, a substitute motion, or an amendment to an existing substitute motion. You can not amend both the main motion and substitute in one step as this would be considered multiple amendments.

Propose Amendment
BE IT RESOLVED:

That oranges are a fantastic source of vitamin C

P 9 WORDS POWERED BY TINY

Propose Substitute Motion
BE IT RESOLVED:

That fruit and vegetables are an important source of vitamins and minerals.

P 12 WORDS POWERED BY TINY

[Cancel Substitute](#)

Figure 11: Substitute Motion editor window

The substitute motion can be cancelled by clicking the Cancel Substitute button. This will clear your entry and hide the editor for the substitute motion, returning to the normal amendment editor for the main motion. When you are satisfied with the substitute motion entered, click the green “Submit Substitute Motion” button at the bottom of the page.

When debate proceeds to a substitute motion both the main and substitute motions will be displayed as seen in figure 12 below.

Sample Motion

Motion as Presented
That oranges are a fantastic source of vitamin C

Substitute Motion
That fruit and vegetables are an important source of vitamins and minerals.

Substitute by

Figure 12: Main and Substitute Motion in Debate

Substitute amendments can be amended similar to main motions. Click the Propose Amendment button to go to the amendment page. When adding amendments with a substitute motion, you will see an edit window for both the main and substitute motion. You can only amend one of the main or substitute motions at a time, not both.

The main motion will initially be enabled for amending with the substitute editor window disabled. To amend the substitute, click the blue “Amend Substitute” button above the substitute motion editor window. This will disable the main motion editor and revert any changes you may have made there. If you decide to amend the main motion instead, click the blue “Amend Main Motion” button above the main motion window to revert the substitute and re-enable the main motion editor.

Amend Amendment Amend Main Motion

BE IT RESOLVED:

That oranges are a fantastic source of vitamin C

P 9 WORDS POWERED BY TINY

Amend Substitute Motion Amend Substitute

BE IT RESOLVED:

That fruit and vegetables are an important source of vitamins and minerals.

P 12 WORDS POWERED BY TINY

Submit Substitute Amendment Cancel

Figure 13: Amend a Substitute Motion

Once satisfied with the amendment to the substitute motion, click the “Submit Substitute Amendment” button. This button text will indicate whether you are submitting an amendment to the main or substitute motion.

As debate proceeds through amendments on the main and substitute motion, you will see both displayed on the presenter screen – shared during business sessions – as well as on your own voting member screen as seen in figure 14 below.

Sample Motion

Amendment

That oranges **and tangerines** are a fantastic source of vitamin C

Moved by *Amended by* - Adam Chernenkoff

Substitute Motion

That fruit and vegetables are an important source of vitamins and minerals **and should be recommended for all students in the new health guidelines**.

Substitute by
Amended by

Figure 14: Debate Main and Substitute Motion

Voting on a substitute motion and its amendments will be restricted to a vote on either the main or substitute motion, or its amendment. That is, if you are voting on an amendment to a substitute motion, you will only see the substitute motion and its amendment on the voting screen, as seen in figure 15 below.

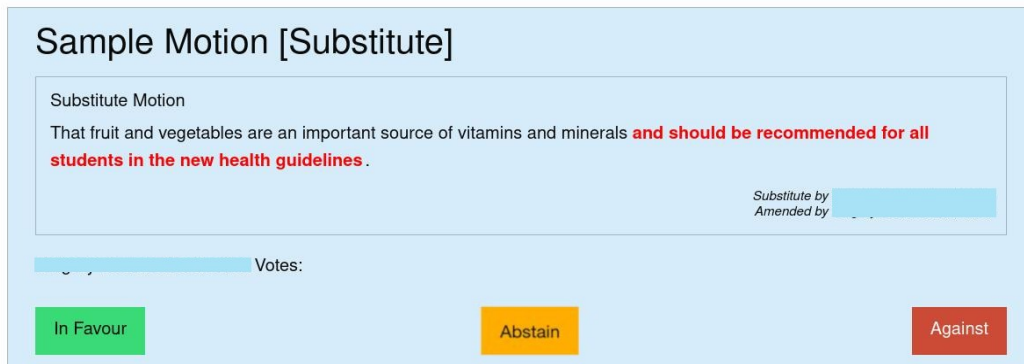


Figure 15: Vote on a Substitute Amendment

Similarly, to vote on an amendment or secondary amendment to the main motion, you would only see the main motion with its amendments displayed on the voting screen.

3.0 How to Vote in an Election

When an election vote comes up for debate you will be prompted by a “Go to Vote” dialog box. Click on the green “Vote” button. For an election vote you will see a list of candidates. In this example we see “Board of Directors” listed by name as well as the number of votes available. Using the plus or minus buttons, arrow keys, or numbered keys on your device, select the number of ballots to cast for your preferred candidate. Then click the green “Submit Vote” button. You will be asked to review and confirm your response after you click submit.

Once your vote is complete you will be taken back to the vote list.

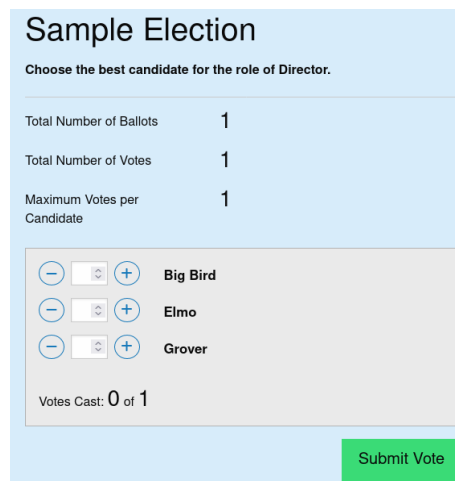


Figure 16: Election vote

4.0 Speakers List

ClaroVote includes an electronic “Speakers List” allowing members to join the queue to speak during debate. Voting members can access the Speakers List directly through their voter interface. To add yourself to the speakers list for a motion or amendment, click the blue button

labelled “Add to Speakers List” in the top right corner of ClaroVote as seen in Figure 17 below. If you are submitting a proposed amendment or substitute motion you will be added to the speakers list automatically.

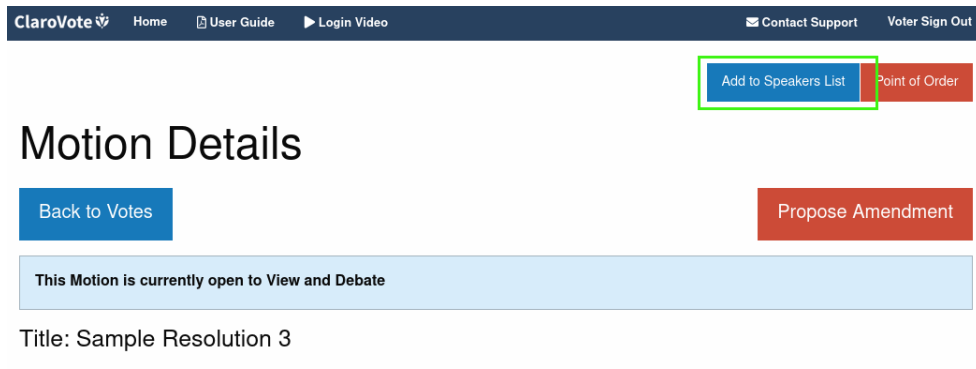


Figure 17: Add to speakers list button

Voting members who wish to speak can click this button to add themselves or a non-voting member (*see section 4.1*) from their school division to the Speakers List.

Members can use their speaking opportunity either in-person at a microphone in the room or virtually if attending by video-conference. Regardless of how members attend the business session, the speakers list will be managed through ClaroVote to ensure fair and consistent access for all members.

The speakers list queue will show at the side of the presenters screen. As the session progresses the meeting chair will recognize members to speak in order of appearance on the list.

Once a member has been added to the list, the “Add to Speakers List” button will be replaced with a grey button labelled “Remove from Speakers List”. Clicking this button will ask for confirmation and will then remove the member from the queue.

When the meeting chair recognizes a member to speak, the presenters screen will note the current speaker or school division along with a countdown timer. If the timer runs to 0:00, the member’s speaking window ends.

If a member has added themselves to the speakers list for a main motion but debate has moved to an amendment, the speakers list for the main motion will be temporarily replaced with a speakers list for the current amendment. If the member wishes to speak to the amendment as well they may do so by clicking the “Add to Speakers List” button again. Their position in the speakers list for the main motion will remain when debate returns to the main motion.

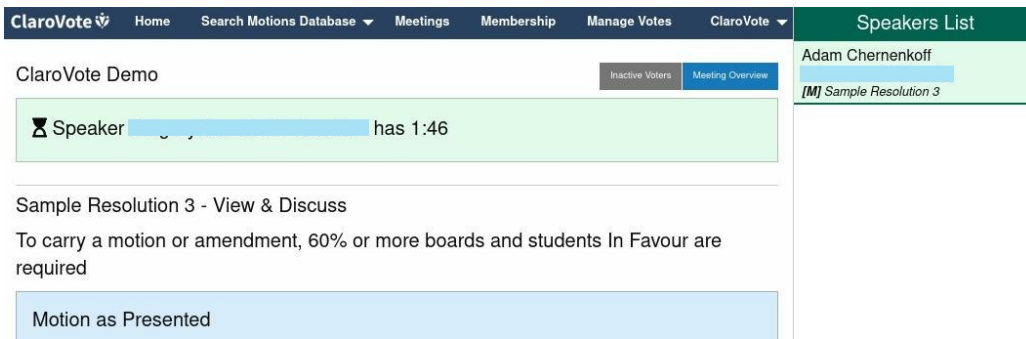


Figure 18: Screenshot of Speakers List with timer

4.1 Non-voting members wishing to speak

If a member who is not the voting delegate for their school division wishes to speak during debate they must coordinate this with their voting delegate. The 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 for a school division, the non-voting member may use that speaking opportunity as agreed with their voting delegate.

5.0 Export Vote Responses

Voters have the option to export their vote responses at the end of the voting session. Click the blue “Export My Responses” button in the top right corner of the screen to download a PDF copy of your responses and result of the vote.

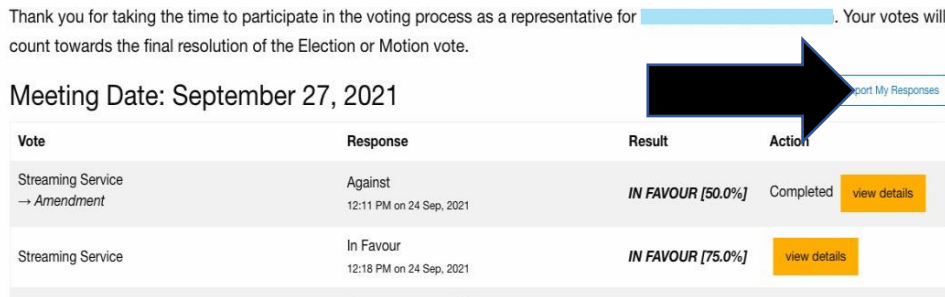


Figure 19: Export responses at the end of a voting session