THE CHURCH OF ENGLAND
GENERAL SYNOD

Members' Guide to Voting, November 2020

Section A: Introduction to Voting

As Synod is meeting online, members need to be able to vote electronically. The Business Committee has agreed that there will be two types of electronic votes:

a. A simple vote will be taken by Zoom poll. This will be used for times where, in a physical Synod, the Chair would ask for a show of hands such as on a procedural motion. It will also be used for other items throughout and at the Chair's discretion;

b. A formal vote will be taken where a counted vote is required, and also when the chair thinks appropriate.

For formal votes, we have worked with our partners at Crystal Interactive to provide an online voting platform which is both secure and easy to use.

Crystal Interactive are the company who provide the voting handsets during an in-person Group of Sessions, and have worked to deliver a platform that replicates the voting experience for Synod members as much as possible.

This document is designed to give you a step by step guide on how the voting will work. There are presentations at 10am on Tuesday 17, Wednesday 18 and Saturday 21 November where you will be able to ask questions about the formal voting system.

There will also be test votes at the start of each day half an hour before the start of business. **We strongly encourage you join one of these tests** at the start of the first day you plan to join the Groups of Sessions.

During Synod, please be sure to direct any technical queries about the formal votes to: support@crystalinteractive.net

Section B: Step-by-step guide to formal electronic voting

1. You will receive an email from 'General Synod Voting' votesupport@engaged.events which will include your username (which will be your email address) and a unique 6-digit voting code. You must not share this passcode with anyone else. Once you receive the email, you are strongly encouraged to log on to test the system; not doing so is the same as not picking up your voting card. **Please check your spam folders for this email if it does not arrive in your main inbox, and contact support@churchofengland.org if you have not received it.**

2. In that email there will also be a link to the voting site. We recommend that you vote using a smartphone as that will be easier than having a separate tab open on the larger device you are using to view the meeting, however you can do so if you so

wish. Using the device you plan to vote with, please click on the link in the email or copy it into your web browser (e.g. Internet Explorer, Google Chrome). For instructions to using split screen, please see **section E for how to do this.**

3. This will bring you to the following page:
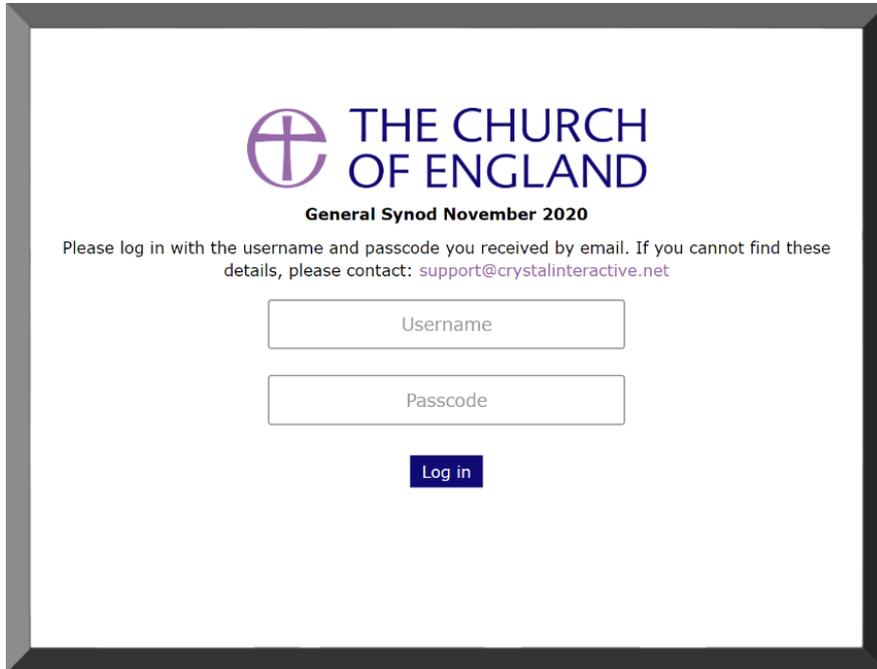
4. Please enter your username (email) and passcode (6-digit voting code) into the boxes; you can either copy and paste them in, or type them in directly. Then click 'Log in'.

5. If you type in the wrong details, the screen will display the following message:
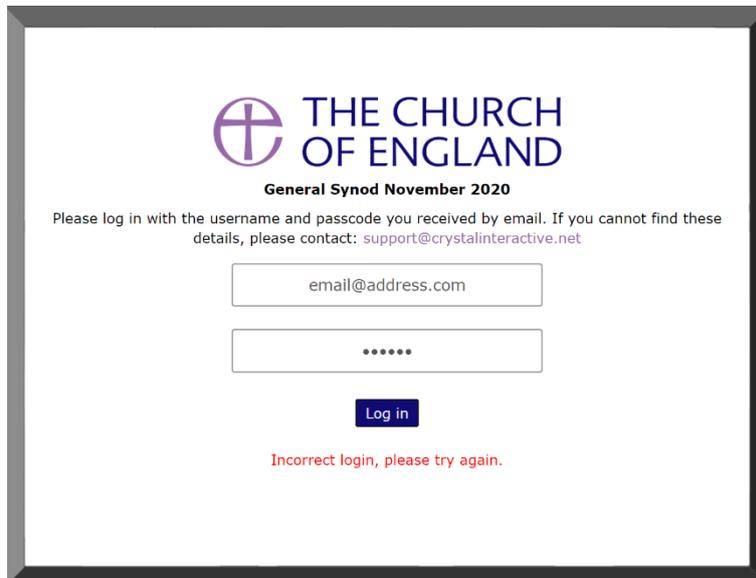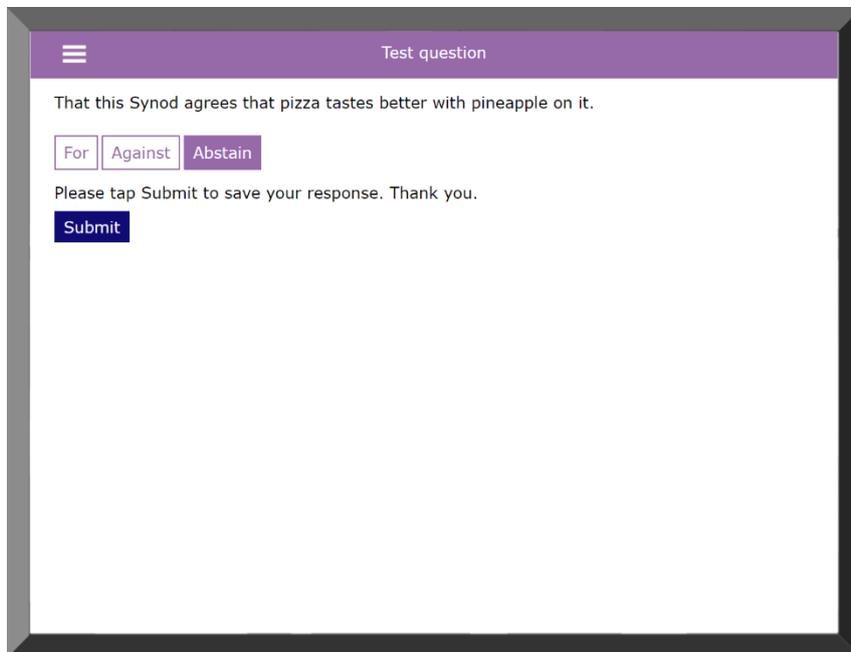
6. Once you have logged on, if there are no items for you to vote on, the website will display the following screen:
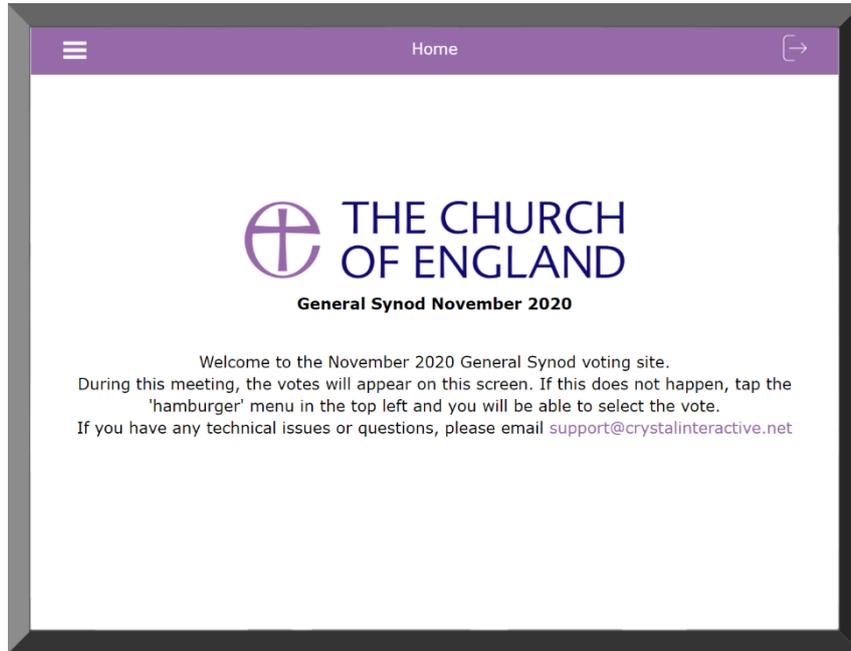

7. Once the chair has called a vote, the votes will be pushed to your screen without you having to do anything. A vote will look like this:

8. If the vote **does not automatically appear**, please click the 'hamburger' menu icon in the top left corner. This will display a drop-down menu. Please select the 'Vote' option which refreshes your page and the vote should appear.
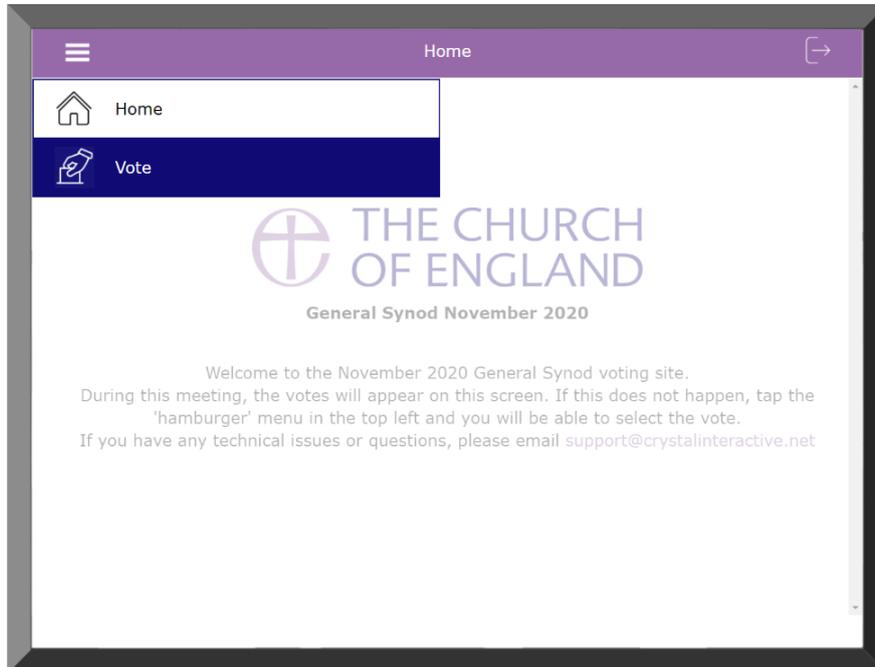
9. Once the Chair has called the vote, you will have **three minutes** (or as long as the Chair specifies). To vote, simply click one of the three options: 'FOR', 'AGAINST' or 'ABSTAIN'. Once you have done this click 'Submit'.
10. Once you have submitted your vote the following message will appear on your screen for 3 seconds:
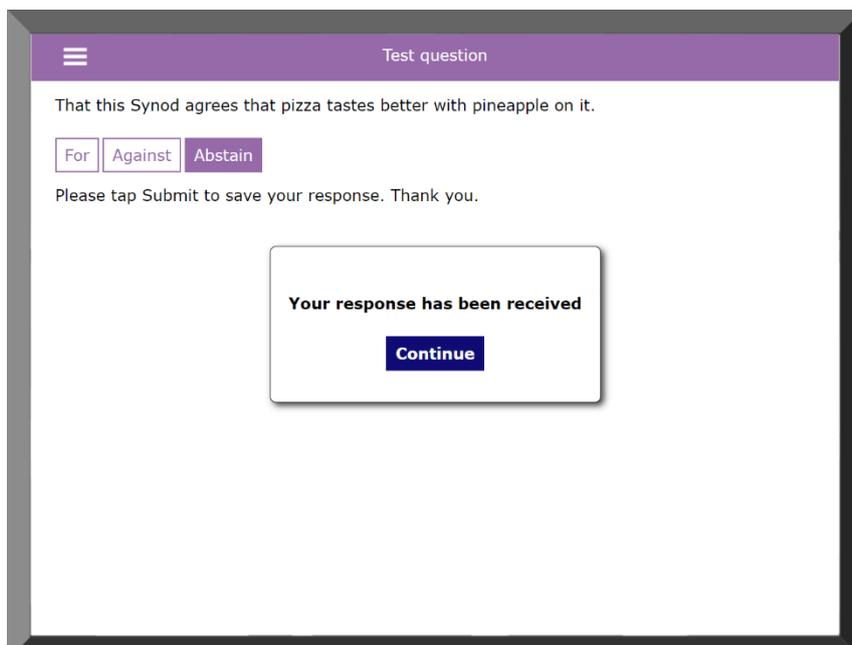
11. If you realise you have voted the wrong way, or wish to change your vote, you may do so as many times as you like during the voting period. **Only your last vote will count.**
12. Staff will then process the vote as normal, and the result will be announced to Synod.
13. This type of voting will take place for **all formal votes in Synod**, including any counted votes by Houses.
14. On the bottom right hand side of the voting screen, you will see a number of green, amber and red symbols; **these are for the technicians and members need not be concerned by them**.
15. Synod Support will provide training in the week before Synod and before each session, but will not be able to assist you with voting during the session itself, and cannot log votes via other means, unless you are unable to use the software due to disability and have notified that to the Clerk in advance. All technical issues should be directed to support@crystalinteractive.net. Members are responsible for ensuring they have an adequate broadband connection.
16. For a 'Show of Hands' vote, please see **section C**.

Section C: Simple electronic voting

1. For votes which would normally be determined by a show of hands on the floor of Synod (such as a closure motion), the Zoom polling function will be used.
2. You do not have to switch between Zoom and the voting site for a Zoom Poll. Synod Support will launch a pop-up poll which will appear on your screen without having to do anything, which will state the question at the top and the three answers (For, Against, Abstain) below.
3. You will have 30 seconds to cast your vote.
4. Once the voting period is over, the poll will be closed and the results will be shared. The Chair will also announce the result.
5. A record will be kept of the names of members voting in favour, those voting against, and those abstaining, and this will be made publicly available.
6. **Please note: some members may have difficulty accessing Zoom polls if they do not have the Zoom app downloaded on their device and access the meeting via a web browser. We strongly recommend you download the Zoom app on to your device to access the meeting.**

Section D: Formal votes – training and test votes

1. All Synod members are invited to join a short presentation with Synod Staff who will go over the instructions for formal voting. These will take place on
   a. Tuesday 17 November, 10am
   b. Wednesday 18 November, 10am
   c. Saturday 21 November, 10am
   You will be receiving your log in details for the voting site via email ('General Synod Voting' votesupport@engaged.events) at some point during the week commencing Monday 16 November. Please do log on to the voting site ahead of Monday 23 November to check your details are correct. Once you have logged on, there will be a test vote for you to try. This vote will be there until shortly before the start of Synod. If the vote does not appear, please follow **step 8 in section B**.
2. There will also be test votes each day of Synod, approximately half an hour before the start of business:

a. 12.30pm on Monday 23 November
b. 8.30am on Tuesday 24 November
c. 8.30am on Wednesday 25 November

We strongly encourage you to join the call early on the first day you are joining Synod to test the voting system each day to ensure you are comfortable with it and mitigate technical issues.

Section E – Split screen (for Mac and Windows)

Some members have asked how they can have the Zoom meeting, the voting platform, and their Synod papers all easily to hand. This depends very much on the devices you have available and your usual ways of working. Using a smartphone for the voting platform is one way, and it will feel similar to the voting handsets used in past Synods.

Alternative, if you do not wish to use a smartphone, you can split screens on a larger device (desktop, laptop or tablet) or connect a second screen to your device using an HDMI cable.

Instructions for how to use a split screen on larger Windows and Apple devices are below.

Apple/Mac

1. You should have the Zoom meeting open, as can be seen below.

2. Hovering over the green button in the top left corner, select whether you would like to shift the Zoom call to the left or the right side.

3. You will then see the following screen appear with the Zoom call over to the side you have chosen. Please then select the web browser which you have used to access the voting platform (in this case Google Chrome).
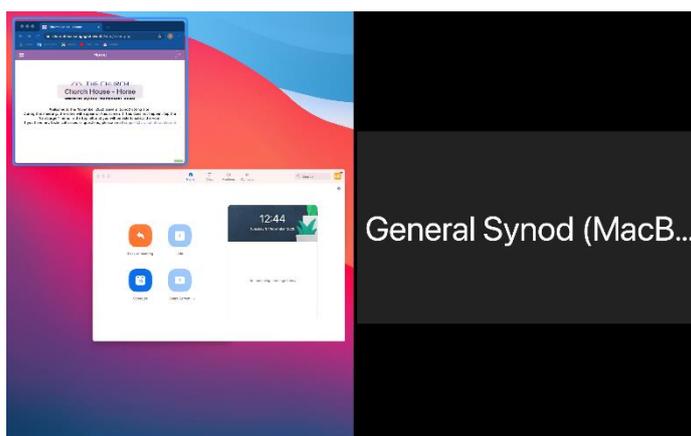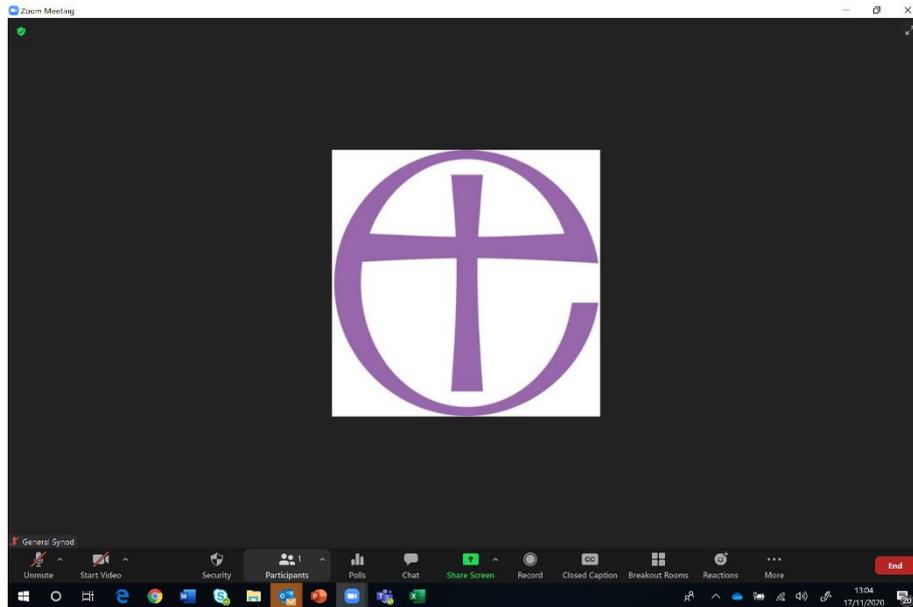

4. Once you have done so, the two windows will appear side-by-side allowing you to see both the Zoom call and the voting platform.
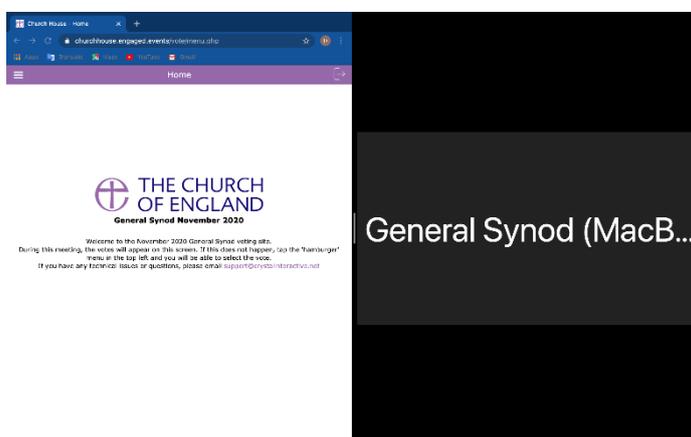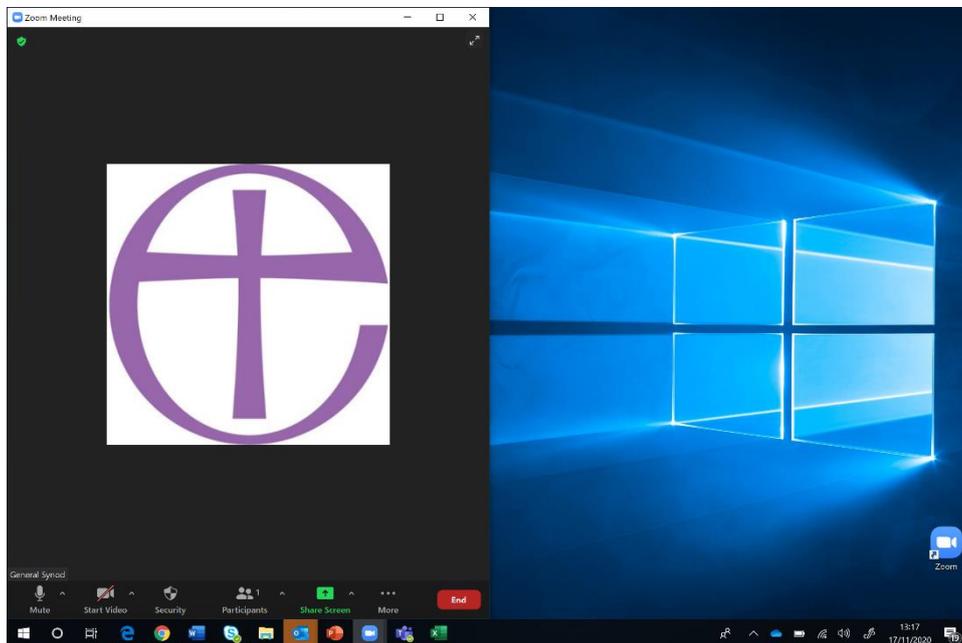
1. Assuming you begin with the Synod meeting in full screen (as below) you will need to click on the two boxes superimposed on one another in the top right-hand corner.

2. Once you have done this, drag the window to either the right or the left to fill half the screen as shown below.

3. Once you have done so, open up the browser you have accessed the voting platform on (in this case, Google Chrome).
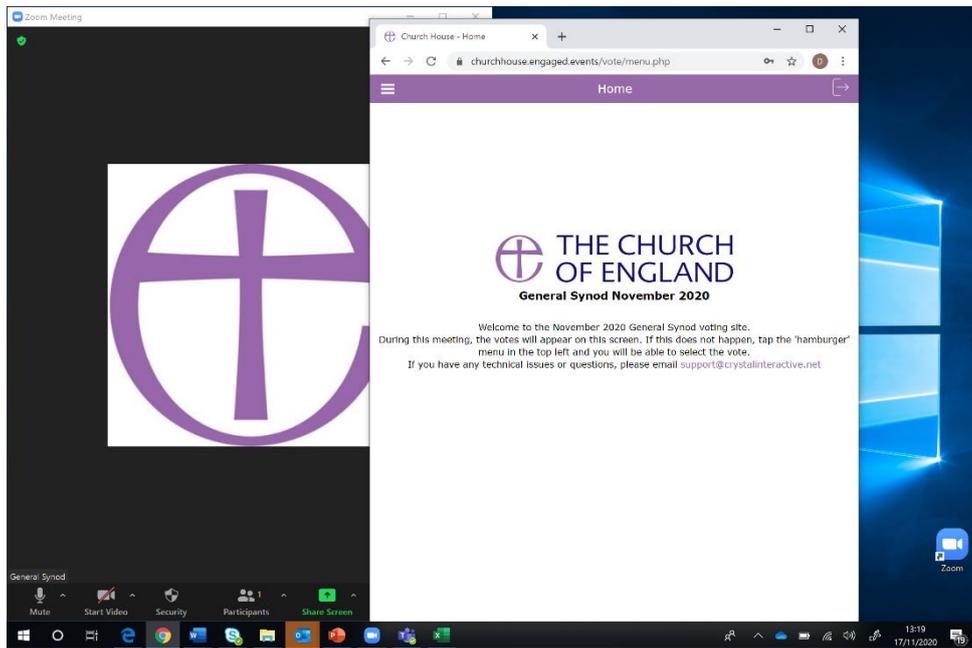
4. Once that is done, simply drag the browser to fill the other half of the window, which will allow you to have the Zoom call and voting platform side-by-side.