

**KERIN BENSON LAWYERS GUIDE FOR STRATA MANAGERS**

**HOW TO USE ZOOM FOR VOTING AT MEETINGS**

You can use Zoom functions in three simple ways to record votes:

**OPTION 1: VIDEO ON AND TO PHYSICALLY RAISE THEIR HAND**

This is the simplest method.

Ask all attendees to physically raise their hand in the air when a vote is called and to keep their hand up until all votes have been counted.

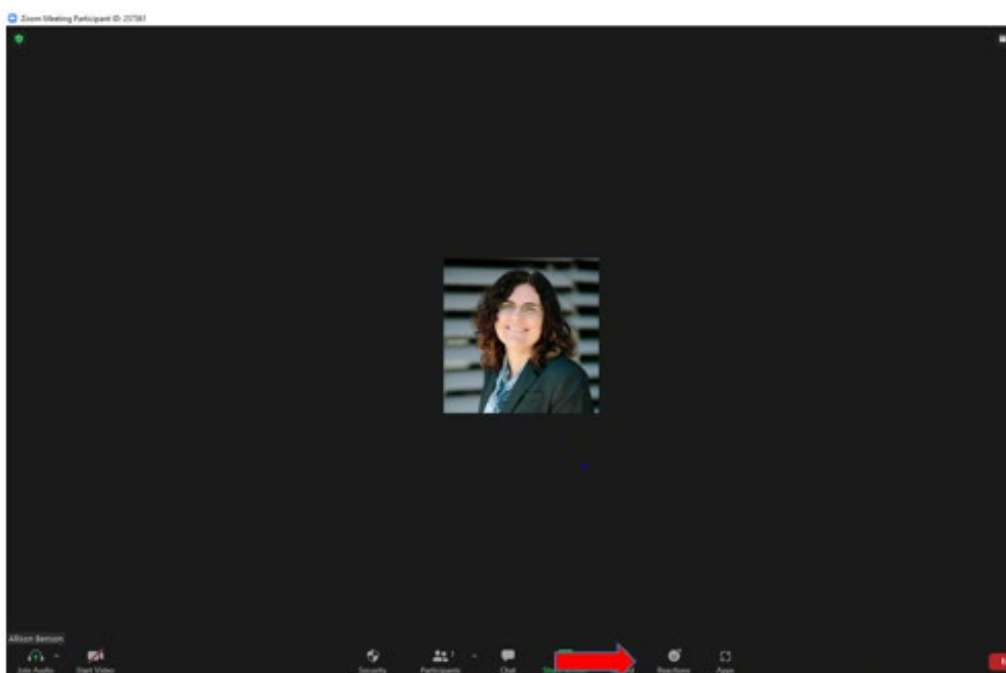
Where an attendee does not have a video link (they may be calling in over the telephone or they may not have a camera on their phone or computer) you need to ask them whether they vote yes or no.

As an option you may also ask if they can “raise their hand” in zoom or if they can use the chat function (see below).

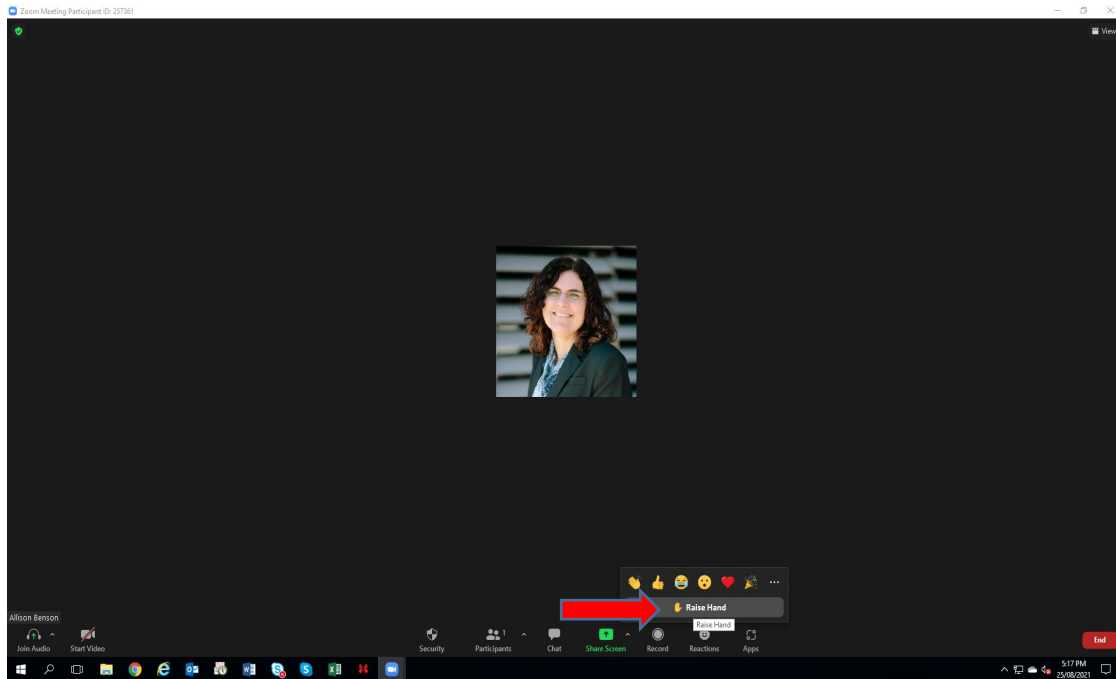
**OPTION 2: HOW TO RAISE YOUR HAND TO VOTE IN ZOOM (IF LOT OWNERS DO NOT HAVE A CAMERA)**

After you have read out the motion and called for votes you can ask lot owners to raise their hand using Zoom functionality.

Hover your mouse over the bottom of the screen, a menu of options will pop up, select “Reactions” button

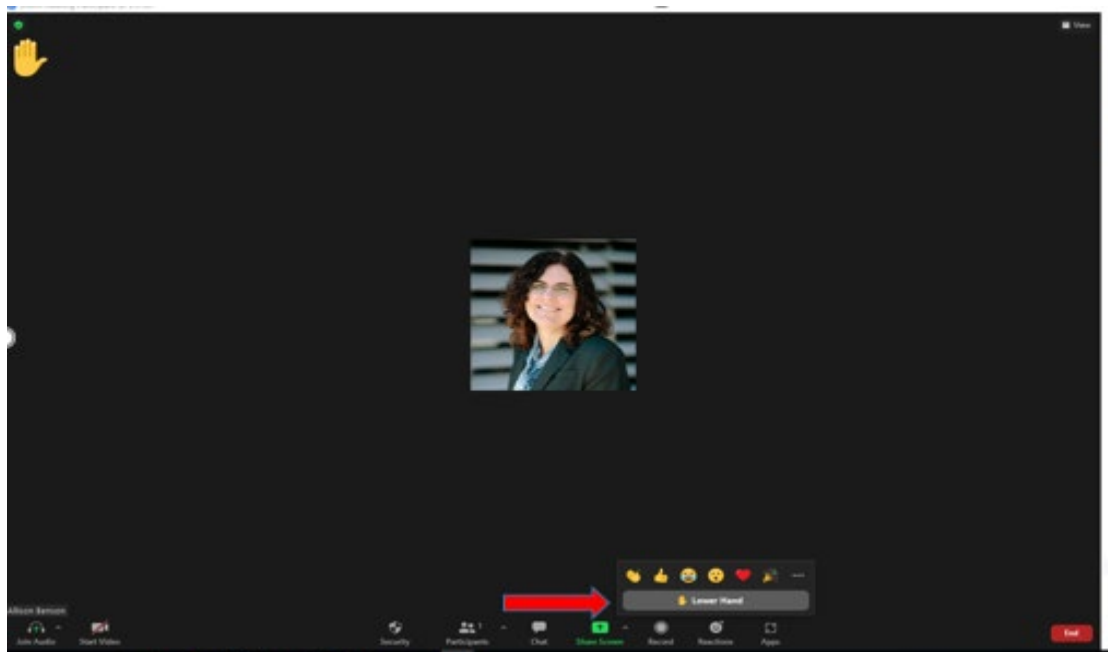


and then click on “raise your hand”.



You will know you have raised your hand as a yellow hand will appear on your screen in the top left hand corner

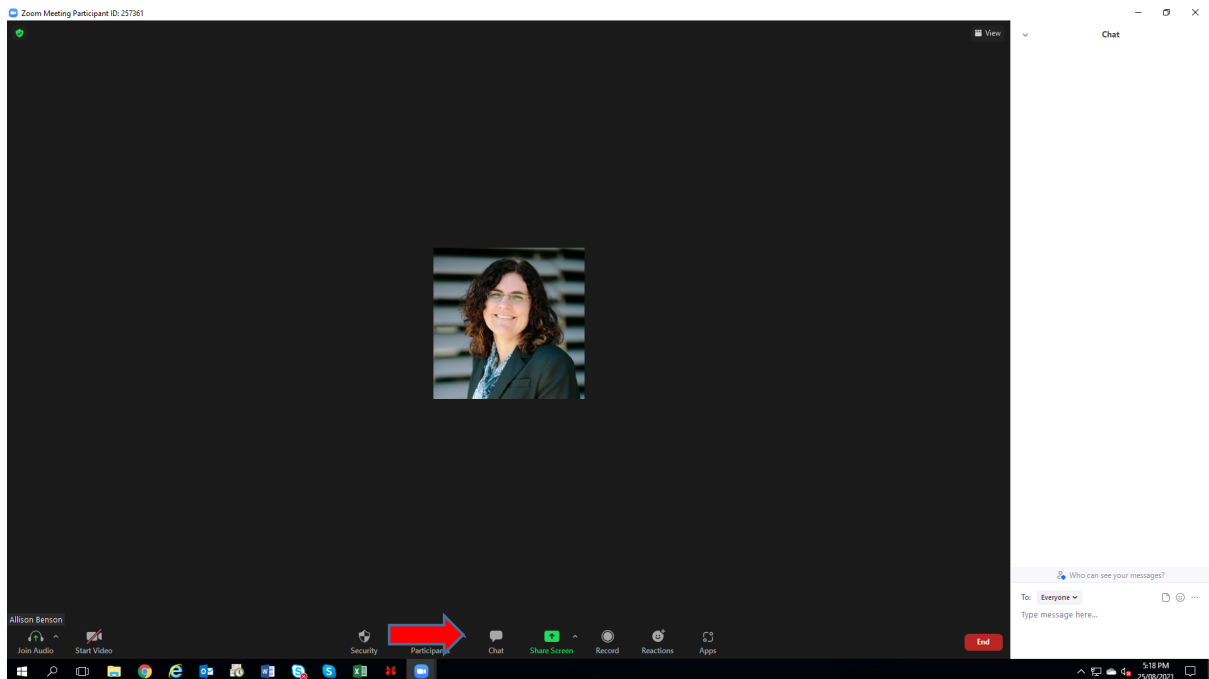
After the all the votes have been counted, you need to ask all attendees to go to the “reactions” button again and select “lower your hand”



Once this is done the yellow hand disappears from your screen.

### OPTION 3: VOTE USING THE CHAT FUNCTION:

To do this you need to ask attendees to select the “chat” button on the bottom of their screen



Once selected a chat box appears on the screen.

We recommend that you, as the strata manager, type into the chat box prior to starting the meeting something similar to the following:

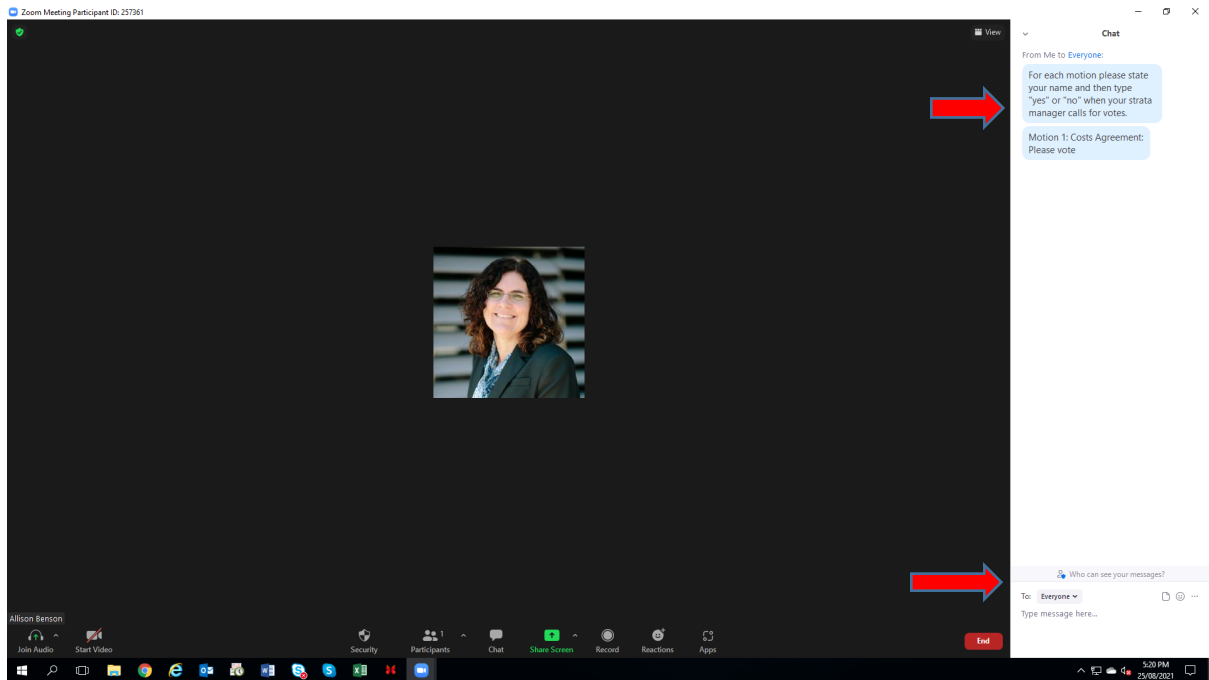
“For each motion please state your name and then type "yes" or "no" when I call for votes for each motion.”

Then for each motion you simply type “Motion 1: Please vote” etc.

After each time you call for a vote make sure you leave enough time for lot owners to type in their vote.

You may want to let attendees know that they can vote privately by selecting where it says “Who do you want to see your messages” either everyone or your name.

In this way voting can be private if required.



### ***Voting on Strata Committee Members***

If you need to vote on strata committee members to be elected you may want to put the names of the nominees into the chat and then either:

Ask each lot owner one by one who they vote for AND / OR if they are using a computer to attend to type in the names of the people they wish to vote for.