

GAMUT MEETING

Features

Online Voting Admin View



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// HOW TO TAKE ONLINE VOTING //

GAMUT's online voting feature will enable the board secretary to open up online voting on any specific agenda item. Once opened, a new screen will pop up on each board member's computer asking for their vote. Once the votes have been cast, the secretary can close the votes and display the results. The secretary can always manually record a vote if a member was on a conference call and not on their computer.

- 1) Click on an agenda item
- 2) Click on **Minutes** tab
- 3) Click on Record Votes

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4) Click on Open Online Voting

Votes		0/4					
<input type="checkbox"/> Open Online Voting		Display Votes as: <input checked="" type="radio"/> Unanimous <input type="radio"/> Listed By Member Reset Ballot					
Set All Votes To:	Motion Made By	Motion Seconded By	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Abstain	<input type="radio"/> Recuse	<input type="radio"/> Not Present
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mr. John Sherman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mr. Ryan Sharples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dr. Oliver Dawe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dr. Dolores Hodge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5) A pop-up will display for the board members so that they can cast their vote

Note: As board members cast their votes, the admin will see how many of the votes have been received by looking in the top upper-right corner ([video](#)). If necessary, an admin can enter a board member's vote if they are unable to cast their vote themselves. For more information on recording votes, [click here](#). Admins will need to record who made the motion and who seconded the motion.

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- 6) When all votes are cast, click on Close Voting Note: If a board member still has their voting window open, a message will display that voting is closed
- 7) Optional: The voting results can be displayed to voting members. Click on Share Results to have the results pop-up on board members screen.



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// QUESTIONS? //

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