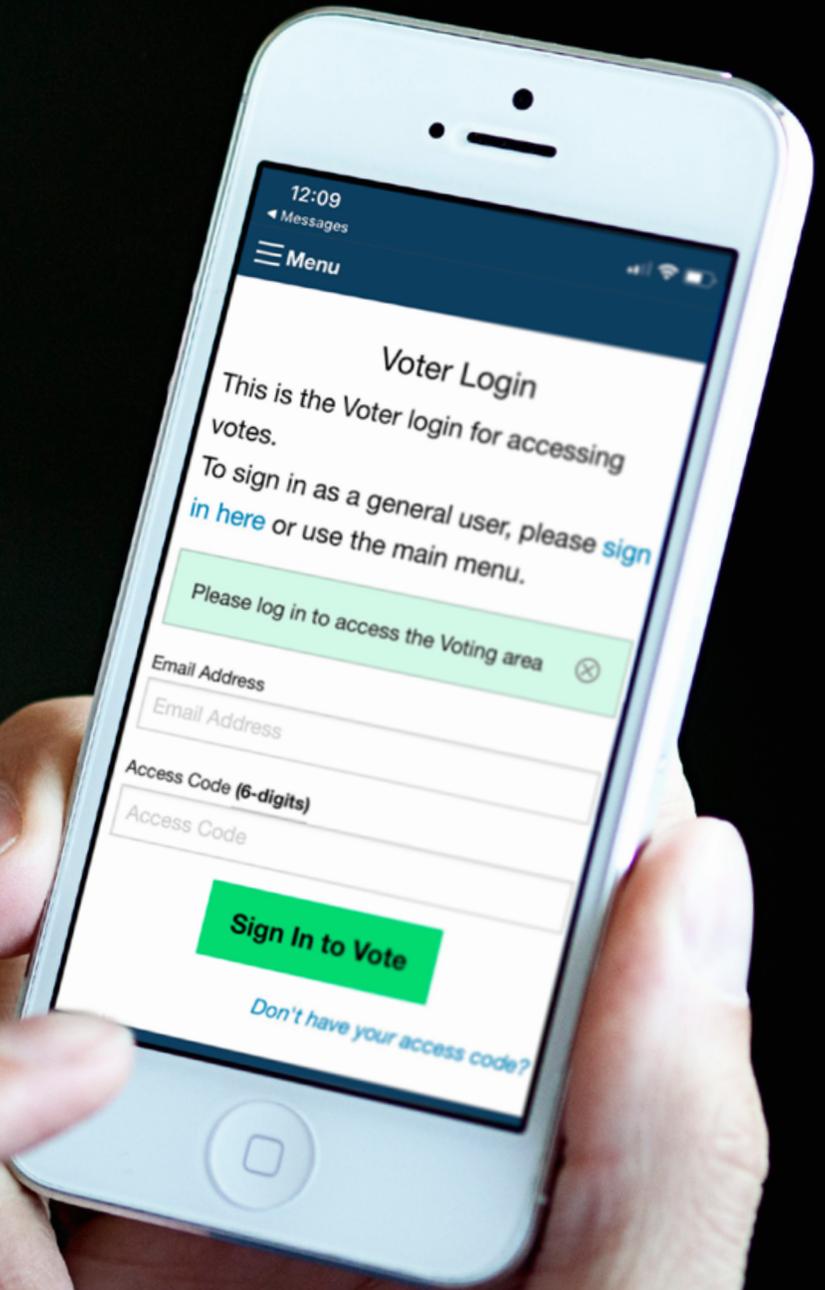
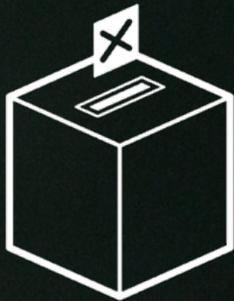


2022 BCSTA

# AGM Voting Guide



British Columbia  
School Trustees  
Association

# BCSTA voting system user guide

Welcome to BCSTA's [voting system](#).  
This guide outlines how to log in, vote on a motion, amend a motion, move and second motions, add yourself to the speakers list and vote in an election.

## Requirements

You'll need a reliable internet connection.  
You can access the platform on a computer, mobile device or tablet.

Support is available by email:  
[support@bcsta.zohodesk.com](mailto:support@bcsta.zohodesk.com)



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# Logging in

## Registration message

You will receive an email and text message confirming your registration. (Check your spam folder if you don't see the email). Give yourself 30 minutes for sign-in to ensure time to resolve any technical issues. Click on the link to access the system.

## Voter log in

Once you click on the link, you will be directed to a log-in window. Enter your email and the six-digit code provided in the message. Click the green "Sign In to Vote" button.

## Welcome page

After signing in, you will be directed to the welcome page. Review your information and confirm your details. If your information is correct, click the green "Confirm Details" button. If not, click on the red "Details are not correct" button, which will log you out of the voting page. Contact [support@bcsta.zohodesk.com](mailto:support@bcsta.zohodesk.com) for help.

# Meeting page

## Meeting page & prompt

After verifying your details, you will be directed to the meeting page (main page). As votes and motions become available, they will be listed here. When a vote or motion becomes available, you will automatically see a prompt box. Click the green button to follow the current action of the meeting.

## Point of order

If you wish to raise a point of order, click the red "Point of Order" button in the top right of your screen. This will prompt the meeting chair.

## Moving and seconding

The mover of the motion will be the district/branch that submitted the motion. Participants may click the green "Second" button to second the motion after it has been moved.

**Bylaw Amendment: Provincial Council Motions "View & Discuss".**

Please click the button to go there now.

[Go To Motion](#)

# Voting on motions

## Review motion

On the main page you will have the option to view a motion. To review the motion, click on the yellow "View Motion" button.

Once the item is open for voting, you can click the green "In Favour" button to vote in favour, or click the red "Against" button to vote against the motion. A yellow "Abstain" button allows you to abstain from the vote. A second screen will ask you to confirm.

## Amendments

To propose an amendment, click the red "Propose Amendment" button. The button is only available when a motion is in discussion. You will be directed to the propose amendment page. In the text box, type your proposed amendment. Changes will be automatically formatted according to BCSTA's standards and procedures.

When finished, click the green "Submit Amendment" button to submit to the amendment facilitator. The yellow "Cancel Amendment" button will cancel your proposed amendment.

## Calling the question

Voters will have the option to call the question by adding themselves to the speakers list and stating that they wish to call the question. This requires a second. Two-thirds of the membership must then vote in favour to end debate.



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# Voting for the board

Board chairs or designates will be prompted by a "Go to Vote" pop up screen. 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 arrow keys, or manual entry, select your candidate. Then click the green "Submit Vote" button. You will be asked to review and confirm your response.

Once your vote is complete you will be re-directed back to the vote list.

Board chairs or designates are responsible for ensuring their board's weighted ballots are submitted correctly.

You have the option to export your vote responses at any time. Click on the blue "Export My Responses" button in the top right of the screen.

## Board of Directors

board of directors

**Board of directors vote**

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Number of Votes Available **1**

**George**

**James**

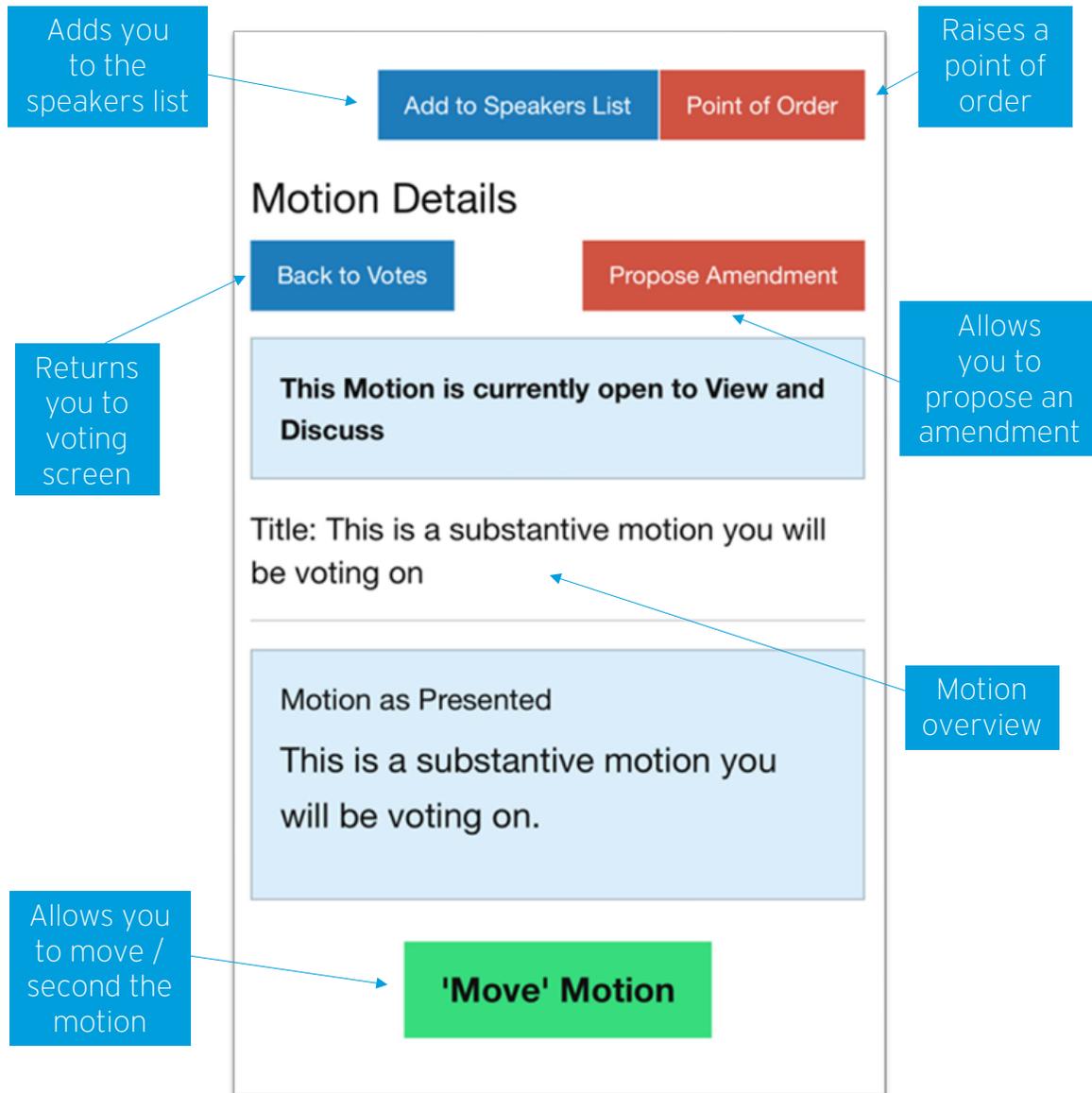
**Willy**

Number of Votes Cast **1**

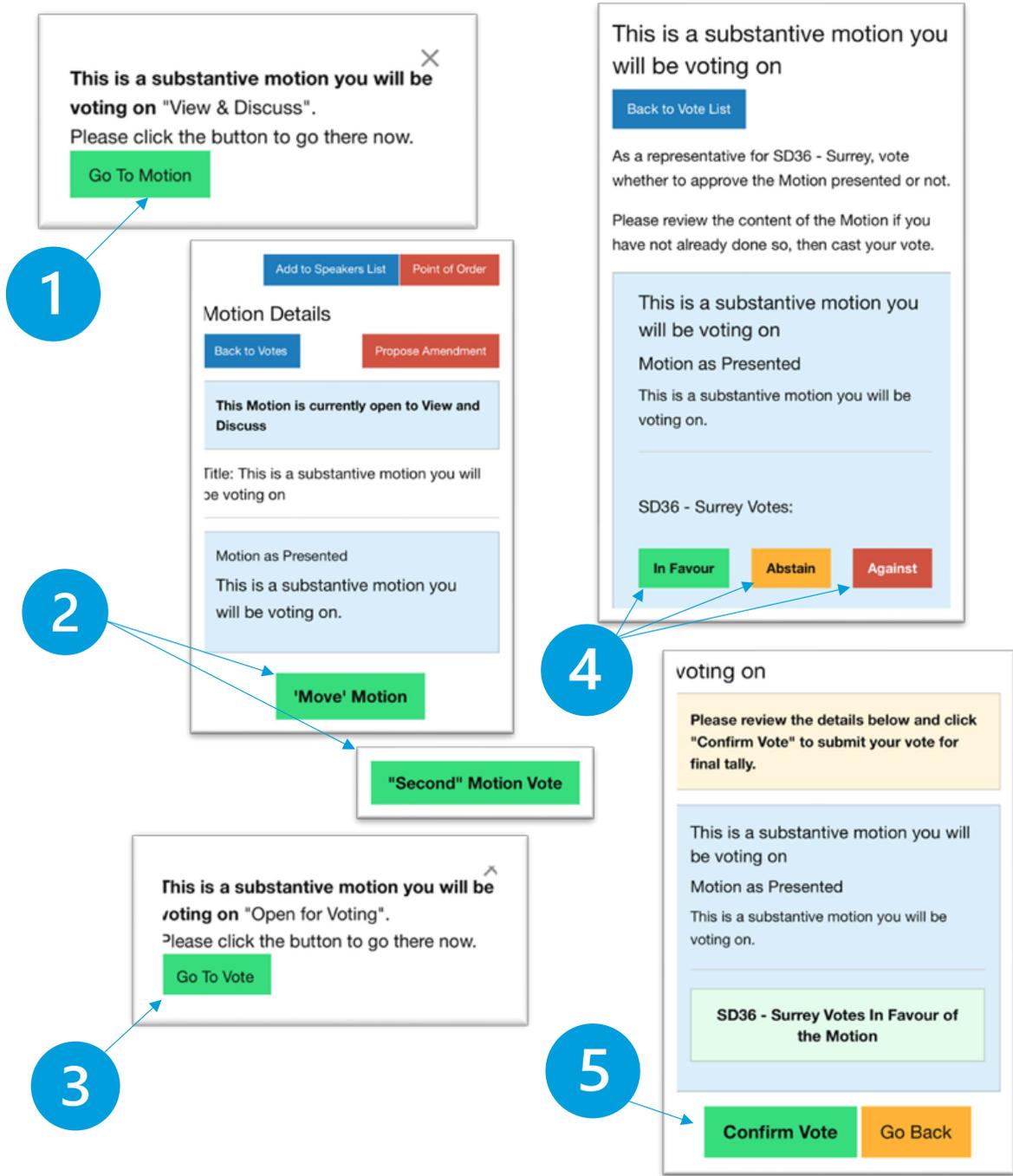
Votes Remaining **0**

[Submit Vote](#)

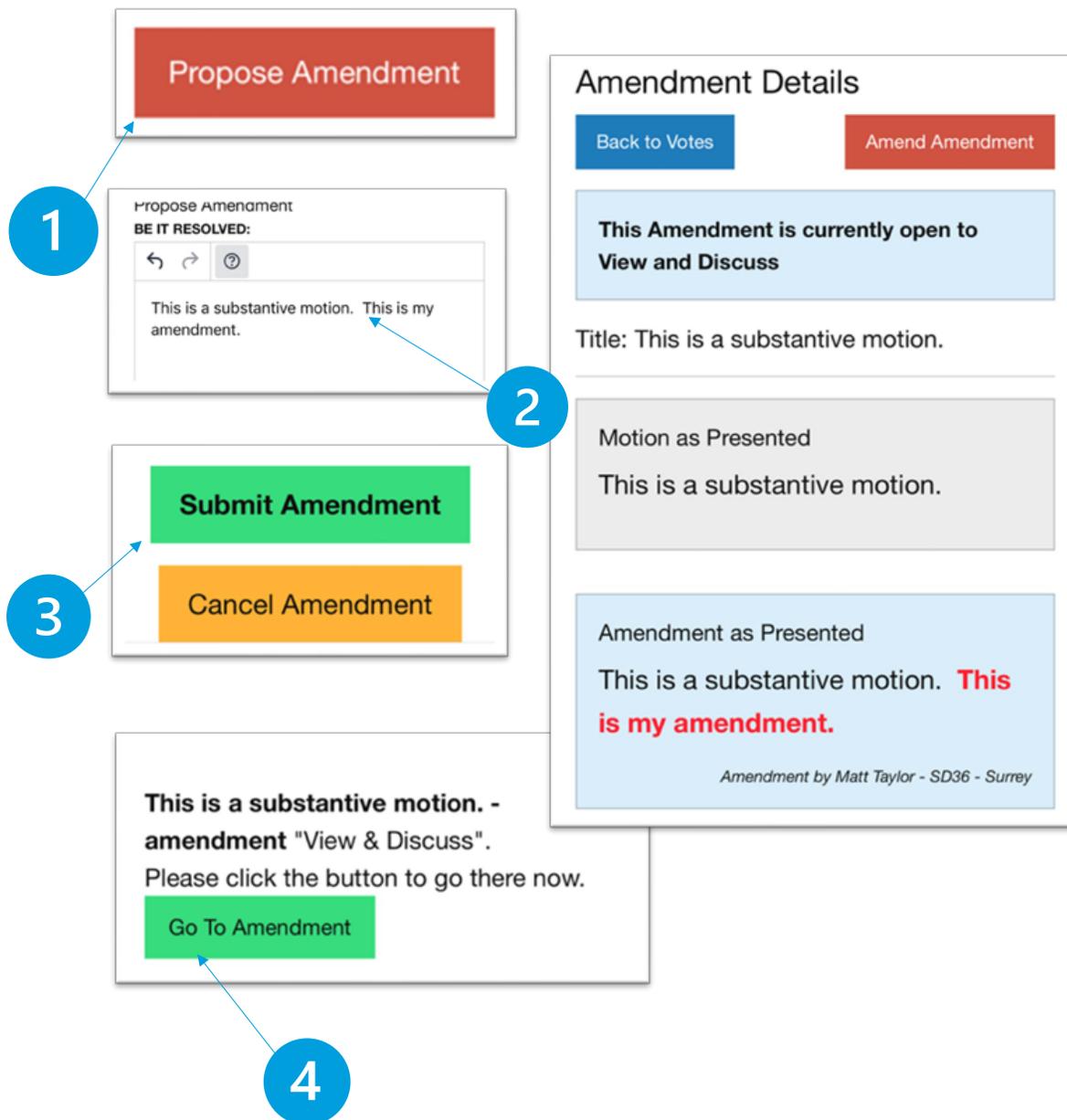
# Motions at a glance



# Voting at a glance



# Amendments at a glance



# Elections at a glance

