

Mu Kappa Zoom Elections





The following document will provide some guidance on how to effectively carryout a virtual election and transition.

Setting up Meeting

You will need to first go into your account settings and make sure the following settings are turned on. These settings will be for both elections and transitions. These are also good to leave on your chapter account so that you can effectively carry out meetings in the future.

Polling – ON

Breakout Room – ON

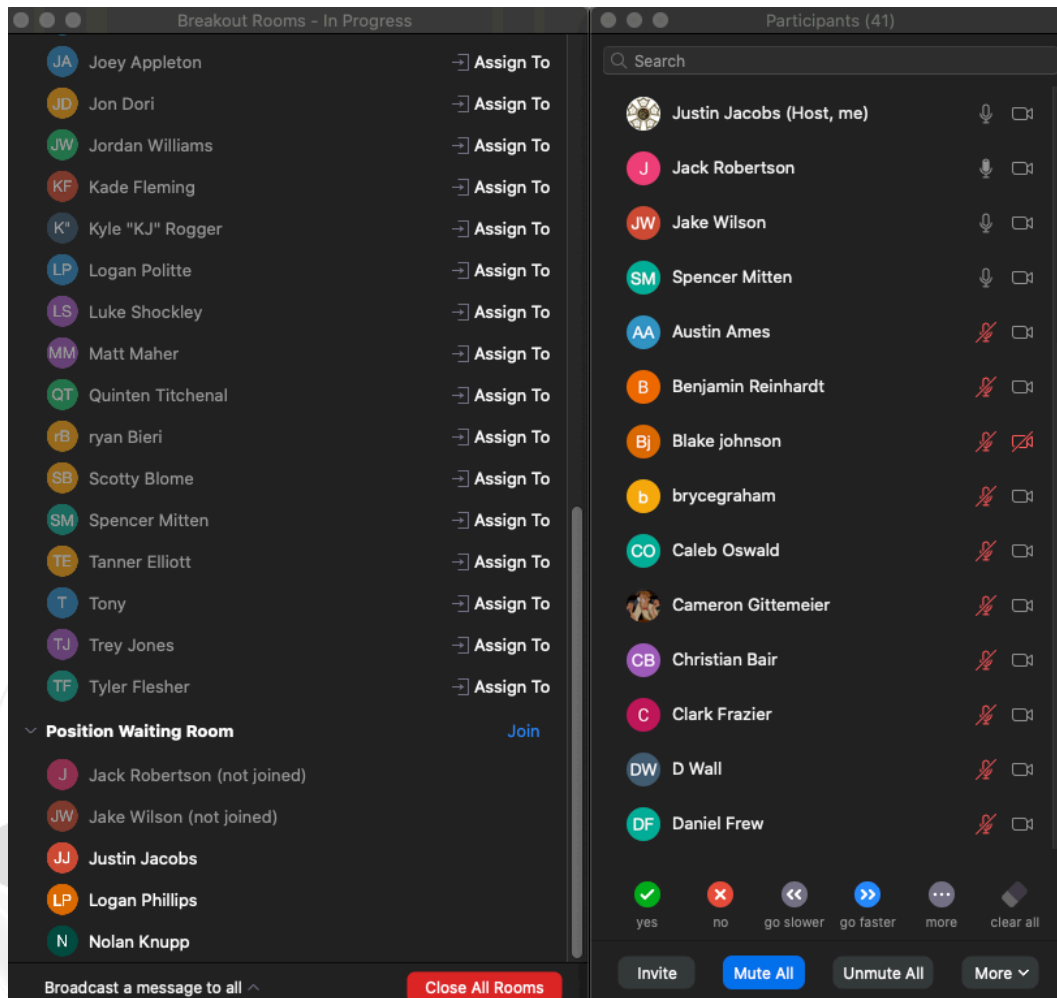
Once these settings are on you will create a meeting like usual. It is easiest if you create a meeting that doesn't require a password to join, allows join before host, mute participants upon entry enabled, and has the waiting room enabled.

How to Run Election Meeting

Once in the meeting you will want to create one breakout room to place the people running for a position who aren't giving a speech at that time. To do this you will just click the 'Breakout Room' Icon and create one room (make sure manually is selected). To assign someone to the breakout room you will only need to click assign and then a prompt will pop up on the assigned person's screen to join the breakout room. (see photo below for guidance)

You should also open up 'Participants' panel so that you can easily mute members and use the 'Spotlight Video' option. This option will make the person talking big on everyone's screen. You should use this for the person giving the speech so that people don't have to try and find them in the panes. (see photo below for guidance)





Using the Zoom 'Polling' option will help you to take votes without having to do roll call or judge by hand raise. To use this option, you will click on the 'Polling' Icon and this will open up the panel. This is where you will be able to sort through the polls you create and then 'Launch' it for the chapter to vote. To create a new poll, you will select 'Edit' and it will take you to create a new one. Below you can see the finished version of an election poll. After people have voted you will select 'End Poll' and then select 'Share Results' so that everyone will see them on their screen. An example of results can be seen below.





Poll 2: LT Edit

1. Who is the next LT Commander?

☐ Person 1

☐ Person 2

☐ Person 3

Launch Poll

Poll 3: LT Edit

Poll closed 35 voted

1. Who is the next LT Commander?

Person 1	(6) 17%
Person 2	(1) 3%
Person 3	(28) 80%

How to Run Transitions

Once you have elected your great new officers you will then need to complete transitions. To do this you will first have the exiting officers complete this [transition document](#). This then will be used to complete the 1 on 1 transition between the incoming and exiting officers. You will create breakout rooms for every 1 on 1 meeting so that they can meet together. To do this you just select the Breakout Room Icon and then change the number of rooms you would like. Then once officers join you can assign them for their 1 on 1. After the meeting has been concluded have them send the transition document to the Awards Chair to record for the PEP Assessment.

