ClaroVote ❧

ClaroVote Voter User Guide

Welcome to the ClaroVote voting platform. This guide outlines how to log-in to the platform, how to vote on a resolution and how to amend a resolution if that is permitted during your voting session.

Technical Requirements:

ClaroVote requires a reliable internet connection. You can access the platform on a desktop computer, mobile device such as phone, tablet, or iPad. ClaroVote allows voters to vote from their device whether they attend in-person or virtually, or are voting during a pre-determined timeframe. A presenter screen will be displayed at in-person events, or through the zoom meeting if you are attending a hybrid session. The presenter screen tracks the course of the meeting. *If you are following a hybrid meeting, you may find it easier to have two devices; one to follow the meeting, and a second device (such as a smartphone, or iPad) strictly for voting. If you are comfortable with multiple screens you can toggle between two screens on a single computer.*

Technical support related to voting is available by email: **support@clarovote.zohodesk.com**
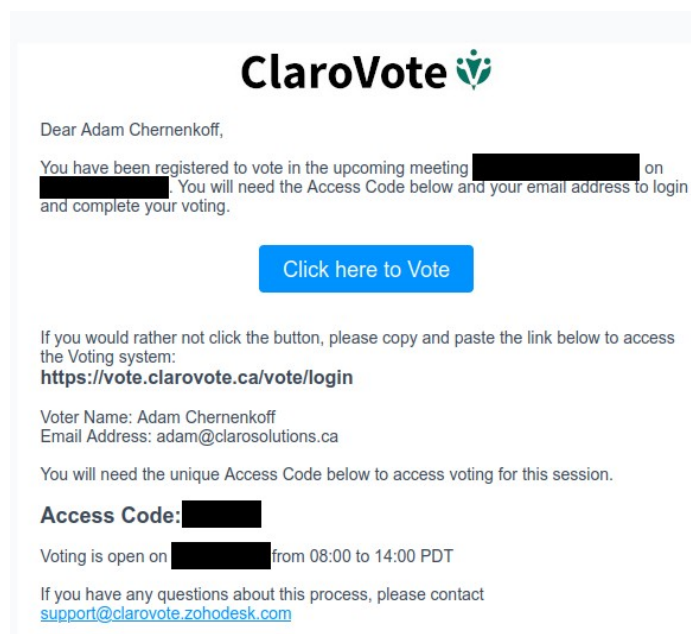
HOW TO LOG-IN
1.0 Registration Email

You will have received an invitation email with the subject line: "Voter Details …" from "ClaroVote" confirming your registration for the upcoming meeting. If you do not see the message in your inbox, be sure to check your junk or spam, junk, or promotions folder. Please allow yourself 30 minutes prior to a meeting for sign-in. This will ensure that you have ample time to resolve any technical issues that may arise.

In the email click on the blue "Click here to Vote" button to access the voting platform or copy and paste the link below if you prefer.

Copy and paste your access code from the email into the Access Code box on the log-in screen. See sample email below.

Dear Adam Chernenkoff,

You have been registered to vote in the upcoming meeting ▮▮▮▮▮▮▮▮ on ▮▮▮▮▮▮▮▮. You will need the Access Code below and your email address to login and complete your voting.

Click here to Vote

If you would rather not click the button, please copy and paste the link below to access the Voting system:
https://vote.clarovote.ca/vote/login

Voter Name: Adam Chernenkoff
Email Address: adam@clarosolutions.ca

You will need the unique Access Code below to access voting for this session.

Access Code: ▮▮▮▮

Voting is open on ▮▮▮▮ from 08:00 to 14:00 PDT

If you have any questions about this process, please contact
support@clarovote.zohodesk.com

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1.1 Voter Log-In

To view the Log-in video for ClaroVote please visit: https://clarovote.ca/login-video.php

Once you have clicked the link in the email you will be taken to the log-in page. Enter your email and your **six-digit voter access code** provided in the registration email. Then click the green "Sign In to Vote" button.

Voter Login

This is the Voter login for accessing votes you have available.
To sign in as a general user, please sign in here or use the main menu.

> Please log in to access the Voting area ⊗

Email Address

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******@gmail.com
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Voter Access Code

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*********
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Sign In to Vote

1.2 Welcome Page

After signing in, you will be directed to the welcome page. Please review your information carefully and confirm all your details. If your information is correct, click the green "Confirm Details" button. If your details are not correct click on the red "Details are not correct" button, which will log you out of the voting page. Please contact **support@clarovote.zohodesk.com** for further assistance.

Hello Adam

Sample Voting Session

> Welcome to ClaroVote. Please verify your personal details ⊗

Thank you for taking the time to participate in the voting process. Please verify your personal details below.
If the information is correct, click the "Confirm Details" button to confirm and go to the Votes.
If there is a problem with the information below, please contact us at support@clarovote.zohodesk.com.

Name: Adam Chernenkoff
Access Code: ▇▇▇▇▇▇
Email Address: adam@clarosolutions.ca
Meeting Name: Sample Voting Session
Meeting Date: ▇▇▇▇▇▇▇▇▇

Confirm Details   **Details are not correct**

2

1.3 Meeting Page & Prompt

After verifying your details, you will be directed to the meeting page (main page). A green prompt will help you follow the course of the meeting. As actions become available, such as a resolution or a vote, they will be listed on your screen. Click the green button to follow the current action of the meeting.

1.4 Point of Order

If at any time during the meeting you wish to raise a point of order, click the red "Point of Order" button in the top right corner of your screen. You will be asked to confirm that you do indeed wish to raise a Point of Order. This action will prompt the meeting chair; this will also show up on the meeting chair screen and the presenter screen.

2.0 HOW TO VOTE ON A RESOLUTION

2.1 Review Resolution

On the meeting page (main page) you will have the option to view a resolution. To review the resolution, click on the yellow "View Details" button.

If a resolution is open for voting you will see the green visual prompt requiring you to act. Click on the green "Go to Resolution" button. If applicable, you may move a motion by clicking the green "move" button or the green "second" button.

ClaroVote

Back to Votes

Propose Amendment

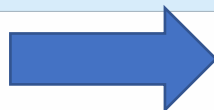This Resolution is currently open to View and Discuss

Title: 1 Resolution on Summer Weather

Resolution as Presented

The Chamber Recommends:

That the Provincial Government

1. Institute a cap on summer temperature not to exceed 35 degrees Celsius

'Move' Resolution

When the resolution is opened for voting you will be prompted to go to the voting page. To vote for the resolution click the green "In Favour" button or click the red "Against" button to vote against the resolution. A second screen will ask you to confirm your choice.

1. Resolution on Summer Weather

Amended Resolution

That the provincial government

1. Institute that summer high temperatures are not to exceed 39 degrees Celsius
2. Regulate the overnight low temperature to stay at or above 6 degrees Celsius between June 29 and September 2

Amendment by Canfor

BC Hydro Votes:

In Favour

Against

2.2 How to Propose an Amendment to a Resolution

If you wish to propose an amendment to the resolution, click the red "Propose Amendment" button. The propose amendment button is only available when a resolution is in discussion as seen in the image below.

ClaroVote

Add to Speakers List | Point of Order

Resolution Details

Back to Votes | Propose Amendment

This Resolution is currently open to View and Discuss

Title: 1 Resolution on Summer Weather

Resolution as Presented

The Chamber Recommends:

That the Provincial Government

1. Institute a cap on summer temperature not to exceed 35 degrees Celsius

You will be directed to the propose amendment page. In the text box, type your proposed amendment. No special formatting is required for amending the motion content. Changes to the amendment will be automatically formatted when you submit.

Once you have completed editing the motion or amendment click the green "Submit Amendment" button. The yellow "Cancel Amendment" button will cancel your proposed amendment and return you to the View Resolution page. Once your amendment has been submitted it will go to the Amendment facilitator for review. The presenter screen will also show that an amendment has been submitted.

Propose Amendment
BE IT RESOLVED:

The Chamber Recommends:

That the Provincial Government

    1. Institute a cap on summer temperature not to exceed 35 degrees Celsius

OL » LI | 19 WORDS POWERED BY TINY

Submit Amendment | Cancel Amendment

2.3 How to Use the Speakers List

If you wish to add yourself to the Speakers List for the current item, click the blue "Add to Speakers List" button. Your voter screen will notify you that you are on the Speakers List. When you are recognized by

5

the chair, you will be prompted to speak. Your voter screen will notify you that it is now your turn to speak. The presenter screen also shows the Speakers List and the queue.

You can remove yourself from the Speakers List by clicking the grey "Remove from Speakers List" button. You will be asked to confirm that you wish to remove yourself from the Speakers List.
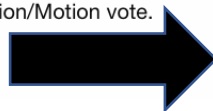

3.0 Export Vote Responses

After voting you have the option to export your responses. Click the blue "Export My Reponses" button in the top right of the screen to download a copy of your responses and the results of the vote as a PDF document.

Hello Penny,

Thank you for taking the time to participate in the voting process as a representative for **Shaw Communications**.
Your votes will count towards the final resolution of the Election or Resolution/Motion vote.

Meeting Date: May 19, 2022