




Using the Voting Tool (*DirectVoteLive*)

Revised: 11 September 2020

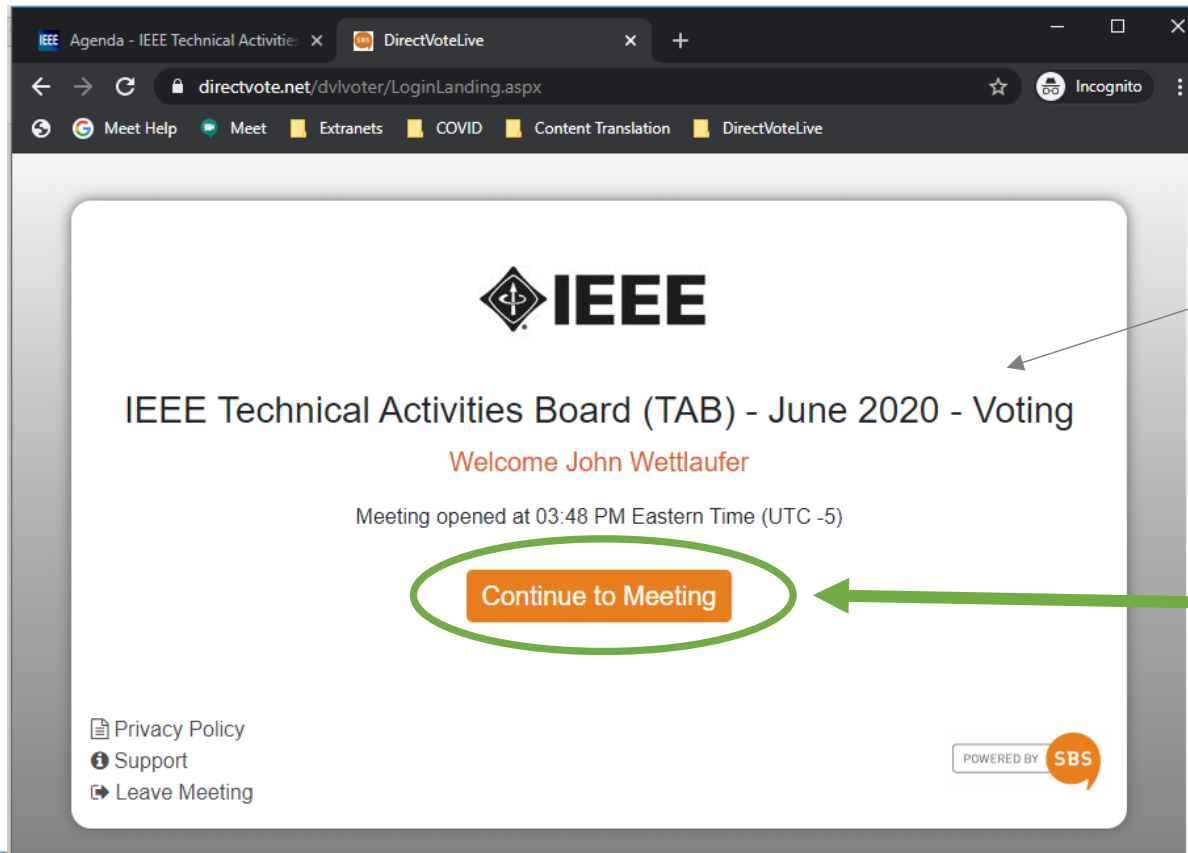
Voting at a Glance

- Access the voting tool via the link provided
- When asked to sign in, use your IEEE Account (myProject) username and password
- Click the “Continue to Meeting” button 
- In the voting tool click on the “Vote” button  for motions currently requiring your vote
- Make your vote selection and click the “Submit” button  to record your vote
- Keep the voting tool “*DirectVoteLive*” browser tab or window open during the meeting

Voting Step by Step

Select the meeting within the voting tool.

Check the meeting title and proceed into the meeting by clicking “Continue to Meeting.”




The screenshot shows a web browser window with the URL `directvote.net/dvlvoter/LoginLanding.aspx`. The page features the IEEE logo at the top center. Below the logo, the text reads "IEEE Technical Activities Board (TAB) - June 2020 - Voting". Underneath, it says "Welcome John Wettlaufer" and "Meeting opened at 03:48 PM Eastern Time (UTC -5)". A prominent orange button labeled "Continue to Meeting" is circled in green. In the bottom left corner, there are links for "Privacy Policy", "Support", and "Leave Meeting". In the bottom right corner, it says "POWERED BY SBS" with the SBS logo. The browser's address bar and tabs are visible at the top.

Meeting title
will appear here.

Click “Continue
to Meeting” to
proceed into
the voting tool
meeting

Once within the meeting in the voting tool, locate the first motion being voted upon and click its “Vote” button.

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Motions

To cast your vote:

1. locate the motion below that is currently being voted upon
2. click the "Vote" button found to the right of the motion
3. make your selection for the vote
4. click the "Submit" button to record your vote

Agenda Item #3 - Kosuge - Approve IEEE Technical Activities Board Meeting 26-27 June 2020 - Standing Orders	<input type="button" value="Vote"/>
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Status Open Submitted No

Click the “Vote” button next to the motion being voted upon.

Cast your vote by selecting from the available options, then clicking the “Submit” button to record your vote.

1 - First, make your selection from the options



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Your vote is anonymous and no one can see how you vote.

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Vote for One

0 of 1 selected.

Yes

No

Abstain

Submit

2 - Second, click the “Submit” button to record your vote



Has My Vote Been Submitted and Counted?

YES: A “Submitted” status below a motion that shows a time stamp* indicates your vote has been recorded.

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Status Closed Submitted 02:58 PM

NO: A “Submitted” status below a motion that shows “No” indicates that your vote has not been recorded. Please click the “Vote” button next to this motion and cast your vote.

Agenda Item #4 - Kosuge - Approve IEEE Technical Activities Board Meeting 26-27 Jun
Status Open Submitted No

How do I know the result of the vote?

- Upon the close of the vote, the results of the vote will be made available and the Chair will announce if the motion passes or the motion fails.

What do I do after casting my vote?

- Keep the voting tool “*DirectVoteLive*” browser tab or window open during the meeting



If You Need Assistance

During a vote, use the webconference Chat:

- If you are a voting member and experience difficulties casting your vote on a motion, IMMEDIATELY send a chat to “*All Participants*” stating “PROBLEM VOTING” to alert the meeting and get assistance.

Additional Information about Voting

Recommendations for Working with the Voting Tool

- ★ When asked to sign in, use your IEEE Account (myproject) user name and password
- ★ In the voting tool look for the “Vote” button  for motions currently requiring your vote
- ★ When recording your vote, remember to click the “Submit”  button
- ★ Keep the voting tool “*DirectVoteLive*” browser tab or window open during the meeting
- ★ Look for new or amended motions to appear at the bottom of the motions list within the voting tool

Frequently Asked Questions

- We're voting but I do not see the "Vote" button for the motion in the voting tool. What do I do?

If a vote has started but you do not see the "Vote" button in the voting tool, refresh your screen by reloading the web page.

- The voting tool window or tab has closed, or I've received a message that my session has timed out or expired. What do I do?

If at any time during the meeting you need to get back into the voting tool (*DirectVoteLive*), access or sign back into the voting tool via the provided link

If that does not resolve the issue, please send a chat message via the web conferencing tool to "All Participants" stating "SIGN IN PROBLEM."

- Why do the voting timestamps in the voting tool not match my local time?

Unless otherwise indicated, voting timestamps within the voting tool are being represented in Central Daylight Time (CDT) / UTC -5.

- Why can I select more than one vote response, for example "yes" and "abstain" on our motions while voting? Is it possible to submit two votes?

No, it is not possible to submit two votes. Unless a vote is specifically configured for voters to select multiple responses, the voting tool will only accept one vote upon submission. However, it is possible to check more than one box prior to clicking the "Submit" button as you decide which vote to cast. The voting tool will alert you that you have selected too many options and require you to correct this before your vote is cast.