

Attendance and Voting

Attendance and Voting are features of the *Meeting Manager*, built directly into the minutes build. Voting and Attendance can be used together, or they can be used separately. For example, if you do not record voting, you can still record your attendance.

Voting and Attendance can be displayed internally and to the public through the CivicWeb Portal. Your Implementation Specialist reviews these options with you.

Attendance provides a **Roll Call** button within the minutes which allows for a quick attendance count. Voting can be taken directly through the motion/resolution section of minutes items. Both of these results can be displayed internally or to the public through the *CivicWeb Portal*.

Note: To enable Attendance and Voting, you must speak with your Implementation Specialist or Customer Service.

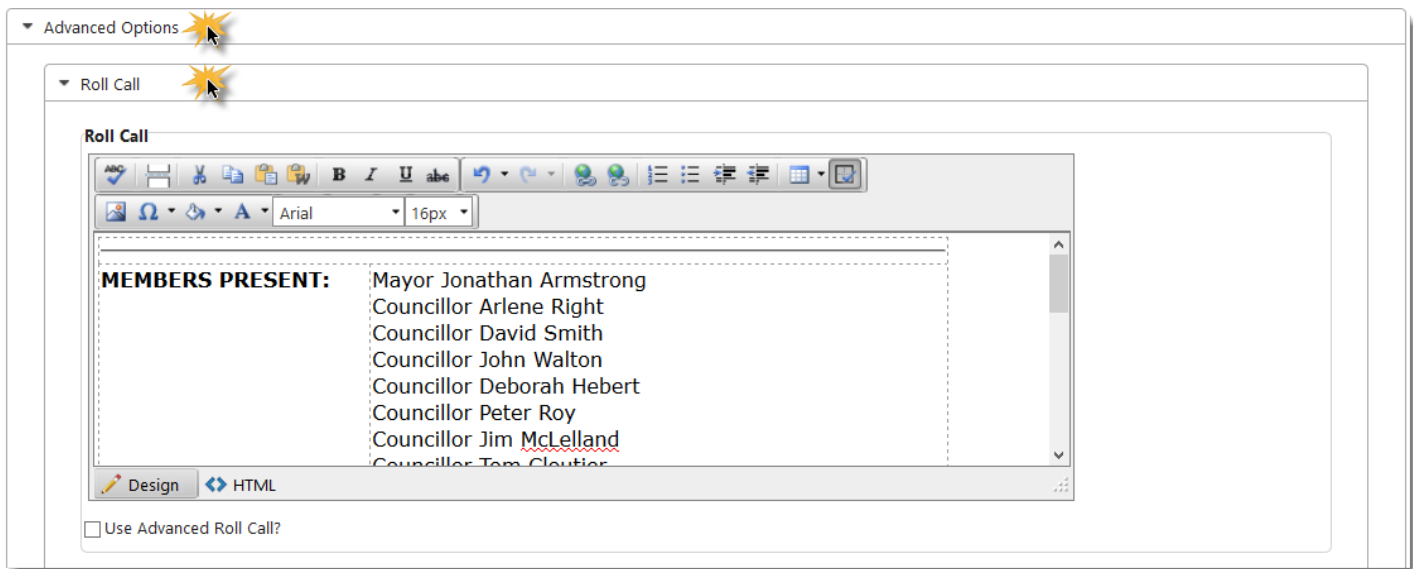
Note: Recorded votes can be displayed on the published minutes, if desired.

Set Up the Members

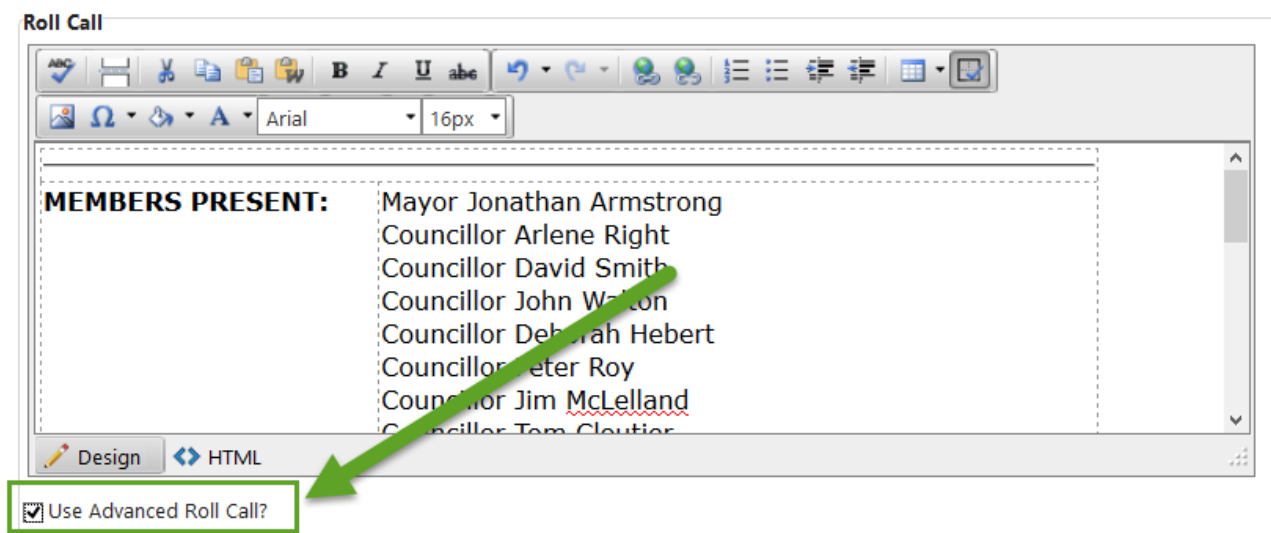
To start using the Attendance and Voting tools, the members must first be setup on the meeting type.

To setup the members on the meeting type:

1. Click **Meeting Manager**.
A drop-down menu appears.
2. Click **Meeting Types**.
A new page opens.
3. To select the meeting type, click on its name.
The Details page opens.
4. Click **Document Setup**.
5. Click the **Minutes** tab.
6. Click **Advanced Options**.
The section expands.
7. Click **Header**.
The section expands.



8. Select **Use Advanced Roll Call** at the bottom of the section.



A new section appears below.

9. Select the **Quorum Needed** to conduct the meeting:

- **Majority:** Select this option if 50% of the members plus one additional member must be present
- **2/3 Majority:** Select this option if 2/3 of the members must be present
- **Percent:** Select this option to enter a percentage of members needed to reach quorum; for example, 75%
- **Member Count:** Select this option to enter a specific number of members needed to reach quorum; for example, 6



Roll Call

Quorum Needed: Majority

Member Count:






Available Users	Member List
Alex Richards	
Celina Mitchell	
Laurel Masters	
Leslie Smith	

Member Count displays how many members are needed to reach Quorum.

- Click  next to the user's name to add them to the **Member List**.
- Click  to remove a member from the **Member List**.

Available Users	Member List
Leslie Smith	Alex Richards
Roberta Macudo	Celina Mitchell
	Laurel Masters
	Paulin Laberge

- Deselect the **Voting Member** check-box for any members who do not vote.
- Select **Tie-Breaker** for any non-voting members that can vote in the event of a tie.

Member List	
Melanie Black	Voting Member <input checked="" type="checkbox"/> 
Fifi Scwitzer	Voting Member <input checked="" type="checkbox"/> 
Celine Mitchell	Voting Member <input checked="" type="checkbox"/> 
John Smith	Voting Member <input checked="" type="checkbox"/> 
Kieran Reece	Voting Member <input type="checkbox"/> Tie Breaker <input checked="" type="radio"/> 

- Click **Save and Close**.

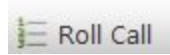
Attendance

The attendance feature places the roll call directly into the minutes where it can easily be captured with the click of a button. Attendance is also setup to ensure the required quorum is met.

Attendance can be displayed both publicly and internally on the *CivicWeb Portal*.

To take attendance:

1. From the Minutes Build page, click **Roll Call**.



2. A list of members appears.

Member List	Present	Late	Absent	
Alex Richards	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Celina Mitchell	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Laurel Masters	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Paulin Laberge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Leslie Smith	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Roberta Macudo	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Add Members Quorum Met

3. For each member, select if they are **Present**, **Late**, or **Absent**.
4. The list is marked as **Quorum Met** or not **Quorum Not Met** at the bottom right.

Paulin Laberge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Leslie Smith	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Roberta Macudo	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Add Members Quorum Met

5. Click .
6. Click **Save** at the top left of the build page.

Voting

The voting is used to record votes directly within the minutes. The votes are tabulated to give **Carried/Lost** dispositions, and they can be displayed within the *Portal*, if desired.

Note: The list of members must be setup before votes can be recorded.

Once the attendance has been taken and the meeting has begun, it is time to start recording the votes on specific items.

To record votes:

1. From the minutes build page, click on a **motion/resolution** to record the vote.
2. In the Voting list, select the who **Moved** and who seconded the motion/resolution.

Recommendation: That the Minutes be adopted as presented

Design HTML

Voting

Moved By	
Alex Richards	<input type="checkbox"/>
Celina Mitchell	<input type="checkbox"/>
Laurel Masters	<input type="checkbox"/>
Paulin Laberge	<input type="checkbox"/>
Leslie Smith	<input type="checkbox"/>
Roberta Macudo	<input type="checkbox"/>

Recorded Vote

3. Select **Recorded Vote**.
A member list appears above.
4. For each member, select if they have voted **For**, **Against**, **Abstained**, or if there was a Conflict of Interest (**COI**).

Absent automatically pulls from the Roll Call.

Voting

Alex Richards (Moved By)

Laurel Masters (Seconded By)

	For	Against	Abstained	COI	Absent
Alex Richards (Moved By)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Laurel Masters (Seconded By)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Celina Mitchell	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paulin Laberge	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leslie Smith	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Roberta Macudo	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	100%	5	0		

Recorded Vote

Disposition: Carried

For and Against are tabulated and the For percentage is displayed on the right.
The Disposition auto-populates based on the percentage to **Carried** or **Defeated**.

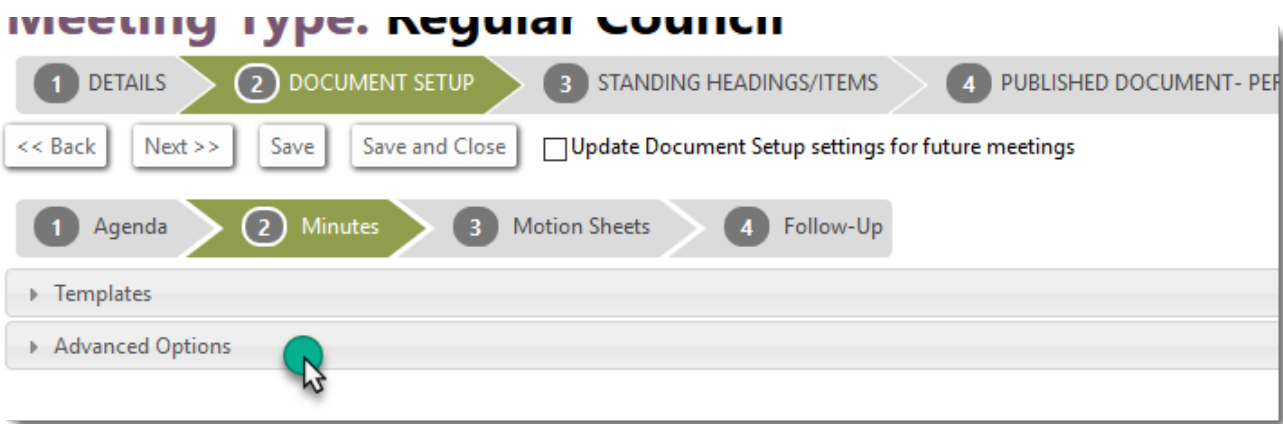
5. Click the **Save**  icon at the top left.

Tie-Breaker and Non-Voting Members

If a vote becomes tied, a tie-breaker may be required to carry or defeat the motion/resolution. Another attendee can be added to the roll call, which can be used to allow this attendee to vote and break the tie. A tie-breaker should be added to the Meeting Type so that it applies to all meetings of that type and can be used anytime. Members who do not vote can still have their roll call taken by adding them with the same method.

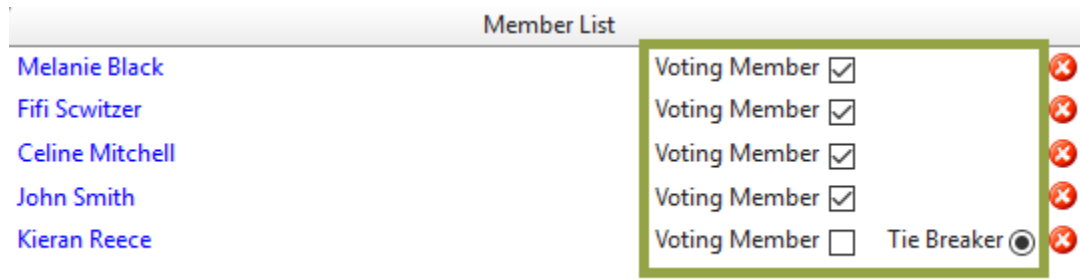
To add a tie-breaker to the meeting type:

1. Click **Meeting Manager**.
A drop-down menu appears.
2. Click **Meeting Types**.
A new page opens.
3. Click on the **name** of the meeting type.
4. Click **Document Setup**.
5. Click **Minutes**.
6. Click **Advanced Options**.



The section expands.

7. Click **Header**.
The section expands.
8. Scroll down to the **Roll Call** area.
9. Click **+** next to the member name in the **Available Users** list.
10. Deselect the **Voting Member** check-box.
11. Select **Tie-Breaker** for any non-voting members that can vote in the event of a tie.



12. Click **Save and Close**.

To use a tie-breaker during the meeting, take the vote as usual. Any tie-breakers that have been setup appear at the bottom of the Recorded Vote list in a green border. Use the tie-breaker like a normal voting member and save.

Voting						
Melanie Black (Moved By)	<input checked="" type="checkbox"/>					
Fifi Scwitzer (Seconded By)	<input checked="" type="checkbox"/>					
Recorded Vote <input checked="" type="checkbox"/>						
	For	Against	Abstained	COI	Absent	
Melanie Black (Moved By)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Fifi Scwitzer (Seconded By)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Celine Mitchell	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
John Smith	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Mel Gregerson	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Victoria Li	<input type="radio"/>	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	
40%		2	2			

Attendance and Voting Portal Display

Once the Attendance and Voting has been recorded, and the minutes have been published, the results are available on the [CivicWeb Portal](#), if enabled. The Attendance and Voting results page can be used internally or can be publicly accessible.

To review attendance and voting:

1. From the home Portal screen, click **Attendance and Voting**.

The screenshot displays the CivicWeb Portal home screen with several navigation tiles. A green arrow points to the 'ATTENDANCE & VOTING' tile, which is highlighted with a yellow starburst. The tiles include:

- MEET YOUR COUNCIL**: A tile featuring a 'WELCOME TO RENTON' sign.
- SEARCH THE DOCUMENT CENTER**: A tile with a background image of a park gazebo.
- ELECTRONIC SUBSCRIPTION**: A tile with an envelope icon and the text 'SUBSCRIBE TO MEETING UPDATES'.
- PUBLIC RECORDS**: A tile with a background image of the Renton City Hall.
- ATTENDANCE & VOTING**: A tile with a background image of the Renton City Hall and a yellow starburst icon.
- CHANNEL 21 LIVE STREAM**: A tile with a background image of a council meeting.

2. Select the **Member** from the drop-down list.
3. Select the **Meeting Type**, if desired.
4. Select a **Date Range**.
5. Click either **Show Voting**, or **Show Attendance**.

Members:

Meeting Types:

Date Range:

The results of the search display below.

VOTING RESULTS					
Meeting Name	Meeting Date	Description	Motion	Vote	Result
City Council Regular Meeting - 25 Jan 2016	25 Jan 2016	Renton Heart Month - February 2016: A proclamation by Mayor Law was read declaring February 2016 to be Renton Heart Month and encouraged all citizens to increase their awareness of cardiovascular disease, detection, and prevention by participating in... More	COUNCIL ADOPT THE PROCLAMATION AS READ.	For	Carried 7-0

Show Voting: This details the meeting Name, Date, Motion, Vote (for, against, abstained, or absent), and the Result (carried/lost and #for - #against).

Show Attendance: This details the meeting Name, Date, and Attendance (present or absent).