



How will voting work at the Assembly?

As we get into the final stages of our process, we need to make some choices. You already know about the major outputs of the Assembly - the vision statement and the recommendations.

In weekends six, seven and eight we will be creating and agreeing those final outputs, and as part of that there will be times when we need to vote to make choices, and to approve outputs.

The Secretariat and the design team have been working to find an online voting solution that is secure and easy to use, and that can be used on the different tools that members are using to connect to the Assembly.

The choice has been made to use SurveyMonkey. This is a popular and widely used tool, and provides a secure environment for voting, as well as being easy for you and the design team to use.

If you want to see how it works, you can have a look at a test survey here: <https://www.surveymonkey.com/r/TZGYDHD> (this is just to show you how to answer questions on SurveyMonkey, it's not part of the Assembly).

How we will use SurveyMonkey in weekend six

In weekend six, when we are working on the vision statement, there will be three rounds of voting.

In the early part of the weekend, tables will create drafts of parts of the vision statement.

The **first round of votes** will be to make final choices between different versions of the text (where tables are presenting different alternatives).

The **second round of votes** will be to agree each individual statement should be part of the vision statement for the Assembly.

Finally, a **third vote** (on Zoom, not on SurveyMonkey) will be a simple yes/no vote to approve or reject the draft vision statement that you will have worked on in weekend six. At the end of the process we will have a final vision statement, on the basis of which you will be producing your final recommendations.

How to use SurveyMonkey on the day

SurveyMonkey doesn't need an app to be installed, and you can answer all the questions in a normal web browser - so you don't need to prepare or download anything in advance.



When it's time for the vote you will get a link to the survey (it looks like the link above) both in the Zoom chat and by email. Please do not share the link with anyone who is not a member of the Assembly, unless they are entering the answers on your behalf to help you.

You will just need to click on the link, which will open on the SurveyMonkey page for the survey, and answer the questions. Your table facilitator will be able to help you if you have any problems.

There will be two sorts of questions - multiple choice questions (where you select one answer), and ranking questions (where there are more than two options and you will need to put them in your order of preference). If you want to have a go, the test SurveyMonkey survey has both types of questions in:

<https://www.surveymonkey.com/r/TZGYDDH>

Questions or problems?

We will make sure that the survey can only be answered by members of the Assembly by giving you a password to access the survey. Please do not share it with anyone else, other than someone who is helping you to vote. There will be different passwords for each round of voting.

If you are sharing a single device to view the Assembly, only one person will be able to enter answers from that device.

If you are uncomfortable with or unable to use the SurveyMonkey site to answer questions, or you are sharing a device, we can put in place alternative arrangements, but this may slow down the voting process. Please let us know if you think this might be necessary.