



Conducting Polls at Virtual Meetings

What are the benefits?

- Intuitive process for creditors
- Easy set up for practitioners
- Real time results by number and value, no need to manually tally results
- Proofs of debt and proxies incorporated in process
- Only admitted creditors can vote
- Allows for manual proofs and proxies to be entered before or during the meeting
- Works with all online meeting platforms
- Optional Insol6 full service meeting assistance

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Section 1: Getting ready to host a virtual meeting

It is simple to host a virtual meeting by following these steps.

Step 1.1: Create an online meeting

Create an online meeting ready using the standard Meeting Register process.

Commented [SS1]: Enter a proper resolution.
Note the text space is limited and text does not autowrap on this page

Commented [SS2]: Insert meeting description as Second Meeting of Creditors

Meeting

File Documents (0) Help

Meeting Type: Creditors Meeting Job Type: DOCA

Format: Physical Meeting Correspondence Online Meeting Proposal Without Meeting

Description: Second Meeting of Creditors

Date of Meeting: 27/08/2020 Return Proxy by Date: 26/08/2020

Time: 2:00 PM Return Proxy by Time: 12:00 AM

UTC Date/Time: 27/08/2020 2:00:00 PM

Meeting URL: https://us02web.zoom.us/j/87240229930

General Resolutions (1) Meeting Attendance (2)

Meeting Resolutions - 1 entry

Type	Resolution	Status
Ordinary	You will need to vote 'yes' or 'no on this resolution.	Rejected

Meeting Request Notice Cancel OK

Step 1.2: Add resolutions

Add all resolutions on which creditors will vote. The wording of the resolutions will be automatically included in the on-line Notice of Proxy.

Meeting Resolution

Resolution Type

Ordinary

Special

Result of Vote:

Passed

Rejected

Not Considered

Resolution Text:

Resolution 2

Standard Resolutions Cancel OK

Step 1.3 Add documents (if required)

Documents can be added to provide information to creditors in advance of the meeting.

Meeting

File Documents (1) Help

Meeting Type: Creditors

Format: Physical Proposed

Description: Third Meeting

Vote by date: 30/01/2018

Vote by time: 2:00 PM

UTC Date/Time: 30/01/2018

Documents

There are 1 document(s) linked to this item.

Document Name	Date	In Category	User	Published
DIRRI	27/09/2018	Meetings	administrator	<input checked="" type="checkbox"/>

Help New File Note New Document Cancel OK

Commented [SS3]: Keep consistent with meeting name eg Second Meeting of Creditors

Commented [SS4]: Keep meeting description consistent eg Second Meeting of Creditors

Step 1.4: Choose type of Proof of Debt

You have the option of requiring Creditors to submit either an Informal or Formal proof of debt before voting at the meeting.

General Corporate Financials Document Management Messages and Publishing Tasks **Portal**

General Online Meetings Portal Activity Logs

Display Name:

Suffix:

Start Date:

Access Control:

Portal Contact:

Contact Email:

Contact Address:

Website Status: [Published live \(click here to view\)](#)

Synchronisation Options: Manual job data synchronisation only

Manual creditor data synchronisation only

Notification Options: Disable creditor portal notifications

Creditor Options: Only allow informal proofs of debt

Step 1.5: Upload the meeting to the Insol6 portal

When all information has been included in the Meeting Register, simply upload the meeting to the Insol6 portal.

General Corporate Financials Document Management Messages and Publishing Tasks **Portal**

General **Online Meetings** Online Approvals Portal Activity Logs

Meeting Type and Description	Voting Closes	Meeting Access	Published Docs	Portal Status	
Creditors Meeting - Initial Meeting of Credit...	2018-11-13 17:00:00 UTC	All creditors	0 docs 0 published	Taken down	<input type="checkbox"/>
Creditors Meeting - Second Meeting of Cre...	2018-12-28 14:00:00 UTC	All creditors	0 docs 0 published	Taken down	<input type="checkbox"/>
Creditors Meeting - Creditors Resolution wi...	2019-02-28 14:00:00 UTC	All creditors	0 docs 0 published	Uploaded	<input type="checkbox"/>
Creditors Meeting - Third Meeting of Credit...	2019-01-30 14:00:00 UTC	All creditors	1 docs 1 published	Not uploaded	<input checked="" type="checkbox"/>

Section 2: Creditors' experience

Step 2.1: Registration

Creditors first register their claim against the insolvent company. Instructions for the creditor on the registration process may be found [here](#).

Step 2.2: Submit Proof of Debt

Before voting, a Creditor must submit a Proof of Debt. The proof of debt can be submitted via the portal or provided to you in hard copy format for manual entry into the Job.

Proof of Debt	Documents	Polls	Poll Results	Resources
Second Meeting of Creditors (Open)				
Creditor	The Trustee for Exalt Unit Trust	Status	Open	
	Requires Proof of Debt. Before you vote you must enter a Proof of Debt	Meeting Date / Time	18 September 2020 12:00 PM local time	
		Meeting link	https://www.link.com	
		Return Proxy By	17 September 2020 09:00 PM local time	

- Commented [SS5]:** I don't understand what "M1 open online" means. Try to keep meeting details consistent throughout the instructions
- Commented [SS6]:** Remove Exalt etc. Keep creditor name consistent throughout the example
- Commented [SS7]:** Change text to "submit a Proof of Debt" not "enter".
- Commented [SS8]:** Remove "/" before time

Note: You may configure the job's portal settings to only accept proofs of debt for voting purposes (informal)

Step 2.3: Download and Submit a Proxy

A creditor who needs to appoint a proxy can sign and upload an Appointment of Proxy which will be sent directly to you by email for entering into the Job.

Are you required to complete a proxy form?

Complete the **Meeting proxy form** in favour of "the Chairperson" here,
Complete the **Meeting proxy form** in favour of myself here,
Please complete the proxy form and upload below:

+ Add files...

Drop files here

The proxy is prefilled with the resolutions and creditors can complete a proxy in favour of the chairperson or detail their votes for each resolution.

- Commented [SS9]:** Add in a meaning full resolution as per before

1. Appointment of a Proxy

I* / We* the undersigned of Stewart McLeod a creditor of 'Adventure 707' here by appoint

Stewart McLeod _____ of _____
(name of proxy) (address of proxy)

as my/our proxy, or in their absence _____

to vote at the meeting of creditors to be held on 4 September 2020 09:00 PM (AEST), at

www.zoom.com

or at any adjournment of that meeting.

2. Voting by Your Proxy

<input type="checkbox"/>	Option 1: If appointed as a general proxy , as he/she determines on my/our behalf
AND/OR	
<input type="checkbox"/>	Option 2: If appointed as a special proxy , for some or all resolutions, specifically in the manner set out below (please tick)

3. Resolutions

		For	Against	Abstain
1	This is to display the text of a test resolution that we will be adding the votes up for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Presently, the proxy needs to be signed and reuploaded to the portal. Instructions are provided on the creditor portal help.

Note: You cannot specify another person as the proxy holder. If someone other than the logged in user wants to attend the meeting they need to register on the portal and then complete the proxy.

Step 2.4: Voting at the virtual meeting

Link to the meeting

You may schedule a virtual meeting using any platform you wish such as Teams, Zoom or WebEx.

The “Meeting URL”, where you would conduct a video conference can host a link to a “Voting URL” to allow creditors to record their votes.

Proof of Debt Documents **Polls** Poll Results Resources

⊖ M1 open online (Open)

The Trustee for Exalt Unit Trust

Creditor	The Trustee for Exalt Unit Trust \$100.00 Pending Adjudication You may vote, but as the claim hasn't yet been adjudicated, your vote may not be admitted for inclusion for this resolution.	Status	Open
		Meeting Date / Time	30 September 2020 11:04 AM local time
		Return Proxy By	15 September 2020 10:00 PM local time

Are you required to complete a proxy form?

R1

You abstained from voting

R2

You abstained from voting

Creditors can choose to “In favour”, “Against” or “Abstain” from voting on a resolution.

Pressing the “Submit” button submits the votes.

The meeting opens for voting

When the time of the meeting arrives, the meeting automatically opens. At this time, the resolution voting buttons and the “Submit” is enabled so creditors can submit their votes.

Submit votes

The creditors select their choices and submit their votes. The votes are sent to the software.

The screenshot shows a window titled "M1 open online" with a close button (X) in the top right corner. It contains two resolution items, R1 and R2. Each item lists the creditor as "The Trustee for Exalt Unit Trust". For R1, the status is "Approved" (indicated by a green checkmark icon) with the text "You approved the resolution." and a note "Once the meeting has closed you will not be able to update your selection." For R2, the status is "Rejected" (indicated by a red X icon) with the text "You rejected the resolution." and the same note. At the bottom of the window, there is a note: "It is mandatory to complete a proxy if you are voting on behalf of a company." Below this note are two buttons: "Cancel" (with a grey X icon) and "Submit Vote" (in a purple box).

The portal contact receives an email advising them a vote has been received.

Section 3: Poll results

Step 3.1: Suspend the meeting

Once the votes have been submitted, the meeting status is set to ‘Suspended’ and the voting buttons are disabled on the portal.

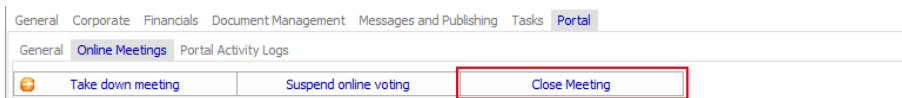
Step 3.2: Tally the votes

During this period, votes are tallied, and additional votes may be added. These votes may have been submitted in advance or submitted directly through other means such email. these votes can be entered into the software independently.

This is an important process because the insolvency practitioner may need to make a judgement on valid proxies, whether a proxy holder has attended the meeting or if the proofs of debt are valid for voting purposes.

Step 3.3: Post the poll results

Once the votes are entered the poll results can be published to the portal. A practice user sets the meeting as 'Closed' and the published poll results can be seen on the website.



Once the closed meeting is uploaded to the portal the poll results are displayed:

M08 Poll Results and revote (ID 124)	
Resolution	
R1	<p>Total Claims voted \$150.00</p> <p>Voted 'for' in value 66.67 %</p> <p>Voted 'for' in number 50.00 %</p> <p>Not passed</p>

Step 3.4: Reporting

Results of the poll

The software provides a report showing the outcomes of the poll including the detail how each creditor voted:

Detail:				
Name * indicates related creditor	Total	Objected	Yes	No
Matthew Kamenos	555.00	0.00	555.00	0.00
NewCompany	7,000.00	0.00	7,000.00	0.00
The Trustee for Exalt Unit Trust	1,555.00	0.00	1,555.00	0.00
Totals	9,110.00	0.00	9,110.00	0.00
Value Percentages:		0.0 %	100.0 %	0.0 %
Number Percentages:		0.0 %	100.0 %	0.0 %

Attendance register

A separate attendance register can be produced using the detail of the meeting attendees.

Knowledge base

Here is a link to the knowledge base for [conducting voting online](#).