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## TAKE ACTION

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A screenshot of the Assemble Meetings web application. The top navigation bar includes links for Home, Meetings, Documents, Links, Goals, Users &amp; Committees, Calendars, and Settings. Below this is a secondary bar with buttons for Attendance, Discussion, and Take Action. The 'Take Action' button is circled in yellow. The main content area is split into two panels. The left panel, titled 'Meeting Agenda', contains a search bar and a list of agenda items. The second item, '2. Vote to Approve or Disapprove the Agenda', is highlighted in yellow. The right panel, titled 'Agenda Item Details', shows information for the selected item: Meeting: March 7, 2022 at 6:00 PM - Regular Meeting; Agenda Item: 2. Vote to Approve or Disapprove the Agenda; Agenda Item Type: Procedural Item. A blue box with the text 'Action Item' and a yellow arrow pointing left is overlaid on the right panel, indicating the action to be taken.



## TAKE ACTION

2

Click *Made* for the board member that made the motion and then

3

Assemble default is a *Yea*. Only mark votes other than *Yea*.

4

Click *Save Action* and move to the next agenda item

2

Action

Voter

3

Vote

Made

Second

Tommy Blackwood

1

Yea

Nay

Absent

Made

Second

Jared Reaves

4

Yea

Nay

Absent

4

Save Action

☒ Move to the Next Agenda Item?

Cancel Action