

# SER of the WOCN® Society Online Elections Procedure Guideline

SER WOCN Online Election Procedures. (dates based on September Annual conference)

**Timeline:** (if Conference falls in August, timeline may need to be adjusted accordingly)

**JAN:** Open positions for the current year, along with the duties of the offices are posted on the website

**JAN - MAY:** Consent to serve form is posted during January. Submissions are sent to elections chairperson, and the website administrator. Consent to serve forms are due by June 15<sup>th</sup>, with periodic blast emails and postings to Facebook.

**JUNE:** Candidate profiles are posted to the website by July 1<sup>st</sup>, and a blast email announcement is sent to the membership, along with a posting to Facebook / Social media.

**JULY - August:** Online voting period opens on July 15 and runs through August 14. Blast emails are sent to the membership when voting opens, again mid-way through the voting period, and again within the final days of voting (*update mailing list to eliminate persons already having voted*). Corresponding announcements are also posted to social media accounts.

Ballot responses are coded so that person being voted for is assigned a numeric value (candidate ID in database), and is not identified by name, in case the ballot is intercepted electronically.

Electronic ballots are sent to the website administrator. Website administrator keeps complete records, including copies of all ballots received to be available for inspection if such request is made and authorized by the board.

- The ballot file data is linked to the Elections Database (proprietary to the Website Administrator)
- The most current available SER membership roster as provided by WOCN is linked to the Elections Database
- Eligibility is verified by electronically comparing:
  - WOCN ID (both new WebsiteID and old ConstituentID formats)
  - Email Address
  - Last and First names
  - Membership Type
- An exception report is produced showing ineligible ballots and reason for failure
- Administrator manually looks up member on WOCN® website to further determine eligibility, and flags the record as manually validated if the member is eligible to vote
- Anyone still not eligible is sent an email describing the reason for failure, giving them the opportunity to correct their status if needed
- Multiple submissions are eliminated, and only the most recent ballot received is counted

During the voting period, the website administrator will not disclose the status of the election beyond disclosing the number of votes having been received at any given point. After the voting period is closed, a report is generated showing all open positions, candidates and the vote totals for each. This report is then transmitted to the elections chair and president. Results are announced during the Conference.

Per ByLaws, 10% participation of eligible voters is required. Per WOCN, eligible voters are: Members and Lifetime Members.