

# UNIT WEB ELECTION PROCEDURES

## Setup:

1. The election administrator should email [unitelections@aps.org](mailto:unitelections@aps.org) requesting access to the administrator web site. An email with a URL and username/password will be sent.
2. Log on to the administrator web site and create the new ballot, along with the email message to be sent to members. Fill out all required information, and make certain to use the “Preview” tab at the top of the page to review each candidate’s statement and bio.
3. Email [unitelections@aps.org](mailto:unitelections@aps.org) indicating the ballot has been set up.
4. You will be sent a test election email, with a link to the draft ballot. It is the administrator’s responsibility to do a final review of the election. Approve the election by contacting [unitelections@aps.org](mailto:unitelections@aps.org) Test ballots will be cleared and the ballot is then locked.
5. The information for your paper ballot will be extracted from the data you provide in the online system. Once your online ballot is locked, you will receive a sample paper ballot from the Special Publications department. However, if you need any special information on your paper ballot that is not included as part of the standard online ballot, you need to communicate this as soon as the ballot is locked, by emailing Special Pubs at [graphics@aps.org](mailto:graphics@aps.org) . For example, if your unit allows write-in voting, this can only be done on a paper ballot. We can advise users of the online system that they need to request a paper ballot and provide a means for them to do so. However, you need to communicate to Special Pubs that the paper ballot must provide an area for write-ins. But if your paper ballot is basically a hard-copy version of the online ballot, you need do nothing but set up your ballot online, and Special Pubs will send you a draft paper ballot once your online setup is complete.

We recommend you do not include the paper ballot in your newsletter, to minimize the likelihood of duplicate online and paper votes.

## **Voting:**

1. Within two business days of your approving the ballot (and earlier if possible) the election email will be sent to each member of your unit. Bylaws require that each member must receive either an online or paper ballot.

You can view progress of the election by logging in to the administration web site. Until the election closes, you will only be able to see what percentage of your membership has voted. Once the election ends, this page will show the tallies of all online votes.

2. After at least one week has passed, a “reminder” email can be sent to those members who have not yet voted. This can be done in one of three ways:
  - Email the text of the reminder message, as well as the “Reply-To” email address and “Subject” line, to [unitelections@aps.org](mailto:unitelections@aps.org)
  - Log on to the administrator site and modify the text of your original email message. Send an email to [unitelections@aps.org](mailto:unitelections@aps.org) requesting a reminder message be sent.
  - Email [unitelections@aps.org](mailto:unitelections@aps.org) requesting that the same text as your original email be sent, with the word “Reminder” added to the Subject line.

Additional reminder emails may be sent at your discretion.

3. One to two weeks after sending the initial election email, paper ballots will be sent to those unit members whose email bounced as well as those without an email address on file.

## **Results:**

After the election ends, results of the online votes can be viewed at the administrator website. To assist with reconciling paper ballots, the administrator may request the following four files from APS:

1. The Membership Roster allows you to identify members who voted both online and via paper ballot. This file contains the names of your members, their membership number and postal address, and an indication of whether they voted online. This file will not indicate the member's voting selections, only a "Y" flag if they voted online.
2. The Candidate Table has each candidate's name, their assigned identification number, and the number of votes they received online.
3. The Raw Results List contains the detail votes of each ballot, but no indication of the voter's identity.
4. A Positions Table that is a key to the data contained in the Raw Results List.

These files will only be sent to those administrators who request them from [unitelections@aps.org](mailto:unitelections@aps.org)

When planning for your election, you should allow about one week for ballot setup and testing, and preparing paper ballot information. During the next few weeks while your online election is open, paper ballots will be printed and mailed. Remember that paper ballots will not be mailed until one to two weeks after the initial election email, and you will need to allow time for these paper ballots to be received by members and returned to you. Your election should be open for a minimum of four weeks. Once the election closes, you should allow yourself about a week to tally paper ballots and reconcile them against the online election result reports.

Questions about the process can be sent to [unitelections@aps.org](mailto:unitelections@aps.org)