

Report to EXCO on
Servas Distant Vote DV Nov2014
30 July – 20 December 2014

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Distant Vote Administrator

Report Date: 12 February 2015

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Distant Vote Schedule – Key Dates

28 May 2014 Following the cancellation of DV May 2014, the Distant Vote Administrator (DVA) sent the SI President and General Secretary a generic description of the Distant Vote process and the timetable/schedule for May & November DVs, along with an action list of who does what.

23 July 2014 The DVA wrote to the SI General Secretary, President and Treasurer seeking the motions to be carried over from DV May 2014 plus any new motions from EXCO.

30 July 2014 Closing date for submitting motions

30 Jul 2014 The SI General Secretary advises that there will be four motions for DV Nov 2014. He also sent the text, English and Spanish, of the financial motions carried over from DV May 2014. No preliminary advice of the topics or draft wording of the motions received was sent to National Secretaries by SI General Secretary or EXCO.

Jul/Aug 2014 The Distant Vote Administrator (DVA) takes his eyes off the DV ball and fails to initiate the DV process in time for the voting to close as scheduled on 30 Nov 2014.

8/9 Sept 2014 To avoid cancelling another DV, the DVA recommends to EXCO and the SI President that DV Nov 2014 proceed with a delayed closing date for voting. The SI President approves this recommendation and agrees that DV Nov 2014 should proceed with a closing date for voting of 20 Dec 2014. To meet the “three month before close of voting” timetable set by the SI Statutes the motions must be sent out by 20 Sep 2014. The DVA revises the Distant Vote information to fit this compressed timetable.

18 Sept 2014 SI General Secretary sends the final wording of the last of the four motions for DV Nov 2014, including Spanish translation, to the DVA.

18 Sept 2014 Distant Vote Administrator (DVA) sends the first DV Nov2014 Voter Mailout by e-mail direct to the National Secretary of each Servas Member Group eligible to vote. This Voter Mailout includes the motions and voting procedures plus a request to confirm they have received the voter mailout. The DVA also sends the motions to all Servas contacts via their “country@servas.org” email addresses.

16th & 23rd Oct 2015

Copies of the Auditors’ reports, including a copy of the SI Accounts are sent out for the 2010 & 2012 year and then the 2011 year in support of the financial motions.

13 Nov 2014 Distant Vote Administrator sends out the Voting Paper and instructions to National Secretaries (or nominated Voters) of Member Groups eligible to vote.

Votes were acknowledged by email as they were received and countries that had not yet voted were sent a reminder of the closing date on the 3rd & 9th of December.

20 Dec 14 Voting Closes/Ends

24 Dec 14 Results advised to SI General Secretary so the result of DV Nov2014 voting can be announced to National Secretaries and SI generally.

25 Jan 2015 The results, with Spanish translation, sent to National Secretaries by SI General Secretary.

Voting Turnout & Results

At the start of the DV Nov2014 process there were 77 Servas Member Groups eligible to vote. All were assumed eligible to vote in this Distant Vote since the SI Treasurer had not advised otherwise. [as provided for in SI Statutes VI 3) Voting at Meetings]

Voting papers had been returned by e-mail by 52 voters when voting closed at 12 midnight GMT 20 December 2014. One late vote, without the Vote Number, was received, thus also invalid. The vote turnout was 68% of the eligible voters, with all returning valid voting papers.

Voting Results for Motions:

The motions all achieved the **double majority** necessary for them to be declared adopted “as if they have been passed by a meeting of the General Assembly”. [SI Statutes VII Distant Voting, 11)] (This required at least 30.8 Support/Yes votes, four tenths of the 77 of member groups allowed to vote in Distant Vote Nov2014.)

Motion 1. Adopted as if passed by a meeting of the General Assembly
EXCO - 001 - 2014. REGISTRATION PROCESS OF INDIVIDUAL MEMBERS
Support/Yes = 37, Against/No = 7, Abstain = 8, Invalid = 0

Motion 2. Adopted as if passed by a meeting of the General Assembly
EXCO - 002 - 2014. APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2010
Support/Yes = 40, Against/No = 3, Abstain = 8, Invalid = 1

Motion 3. Adopted as if passed by a meeting of the General Assembly
EXCO - 003 -- 2014. APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2011
Support/Yes = 42, Against/No = 2, Abstain = 8, Invalid = 0

Motion 4. Adopted as if passed by a meeting of the General Assembly
EXCO - 004 - 2014. APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2012
Support/Yes = 43, Against/No = 3, Abstain = 6, Invalid = 0

The full text of the motions, with the Spanish version, is attached at the end of this report.

A detailed list of the voting for each member group is included as an attachment.

Distant Vote Process

The process used for DV Nov2014 followed the procedures as set out in the Section VII Distant Voting of the SI Statutes and the Servas Regulations for Distant Voting but with a compressed timetable as noted earlier. Apart from this the process used for DV Nov 2014 was essentially the same as for DV Nov2010, DV Nov2011 & DV Nov2013 the key steps are summarised below with comments specific to DV Nov2014 in italics:

1. *The formal DV Nov2014 process started by sending all National Secretaries advice of the delayed closing date for voting and the motions for DV Nov 2014. A similar advice was sent to Servas contacts at their "country@servas.org" addresses as listed in the Dolphin system, with a copy to EXCO and SI Committees. The e-mail announcement advised the timetable, the motions and an outline of the process.*
2. The Mailout was sent to National Secretaries (Nat Secs) of Servas Member Groups eligible to vote at their e-mail address as listed in Dolphin on 13th September, with copies to EXCO and Area Co-ordinators.
3. *The Voter Mailout for the compressed timetable was translated into Spanish with a mix of "cut & paste" and Google Translate – the result was checked & corrected by Jaime, the SI General Secretary.*
4. *Regrettably it was not possible to post information relating to DV Nov 2014 to the Distant Vote section of the SI website. In the past this provided a backup to the information sent by e-mail. Also there was no discussion forum for DV Nov 2014.*
5. The Voter Mailout asked Nat Secs to confirm receipt of the mailout e-mail and to advise/confirm the contact details for the person voting for their country.
The results of this process were:
 - a. *Confirmed and acknowledged contact details, for 27 countries.*
 - b. *The voting e-mail list was these 27, plus all "no-reply" countries making the total of 77 countries eligible to vote in DV Nov2014.*
 - c. *In contrast to earlier DVs, no e-mails were returned with "mail delivery issues".*
6. *Supporting information for the motions was an issue for this DV. First there was some delay in receiving and sending out the financial information – the motion indicated it was attached! No supporting information was provided for Motion 1, despite several request to EXCO and the SI General Secretary. Several voters expressed concern at this lack of supporting information.*
7. The voting papers and instructions (in English and Spanish) were e-mailed to seventy-seven (77) nominated Voters or National Secretaries on 13th November. A copy of the voting paper and instructions was also sent to EXCO for their information.
8. The voting papers were generated and sent using a database system so that each vote had the name of the country and a unique vote number as part of the message. As they came in, votes were filed, recorded and an acknowledging "vote received" message sent to the voter. A reminder was sent to countries that had not yet voted. Several votes that were unclear or missing the Voting Paper Number were returned to voters so they could rectify the problem.
9. The authenticity of each vote received was confirmed by checking the Voting Paper Number and that the sender's e-mail address was as advised by the voter earlier. No irregularities were found.
10. The results, as set out above, were e-mailed to the SI Gen Sec on 24th December 2014 who sent the result to Servas Member Groups, EXCO and SI generally on the 25th January 2015.
11. This report to EXCO completes the Distant Vote process, apart from deleting the vote e-mails and destroying the printed copies.

Note:

- i. Again throughout the Distant Vote process a dedicated e-mail address: **servasdva@pl.net** has been used. This has made it easy to collate Distant Vote correspondence and to direct incoming e-mails to a separate dedicated in-box.
- ii. No on-line discussion group was set up for DV Nov 2104. In part this reflected the miniscule use of the Google Groups forums set up for earlier DVs and the tight timetable. However, an on-line discussion forum might have assisted voters in their consideration of Motion 1, in the absence of any other supporting information.
- iii. A number of voter comments were forwarded to EXCO.
- iv. To ensure the results of DV Nov 2014 were available over the Christmas/New Year period, the "Results Advice" email was copied to EXCO with a copy of the results.

Review of Process for DV Nov2014

As Distant Vote Officer I feel that despite the delayed start, the rush to get underway and the closeness to Christmas and the end of the year, the process, as outlined above, has run relatively smoothly and DV Nov 2014 generally appears to have worked out satisfactorily. It is great to have completed our second Distant Vote together.

That said, there are a number of issues that arose during the conduct of DV Nov 2014 I would like to comment on:

1. Motion 1, concerning Registration of Individual Members, generated a number of comments. First, there was concern that no supporting information was available to explain the need and rationale for the motion. Second, this was a motion that several voters felt would have benefited from a discussion forum of some kind so that comments could be made on the motion before the wording was finalised. The Against/No & Abstain votes may reflect these concerns.
2. The supporting information for the financial motions, Motions 2, 3 & 4 was also an issue. First, for a variety of reasons I was not able to send it out until mid-October, although the motions indicated it was attached. This was about a month after the Motions were sent out. Second, when I did receive the scans of the External Auditor's reports (one for each year) they ran from 12 to 16 separate pages totalling 11.9 MB up to 16.6 MB. Fortunately I was able to aggregate reduced size copies of the report pages, and sent each of them as a single PDF file of 3 MB to 5 MB – a more manageable file size for people whose email/internet connection has limited bandwidth.
3. For earlier Distant Votes, there was a facility to upload documents to a Distant Vote section of the Servas.Org website. This provided an alternative way of accessing the information for people who find larger emails challenging. It does of course require the person to visit the website to access and read the documents. It is hoped that this facility will be available again for use during the next Distant Vote.
4. I was surprised at the number of voters, 5 or 6, that mislaid or overlooked their voting papers and asked me to send a replacement – which I did.
5. With no information from Mirek as SI Treasurer, I had to assume all Member Groups were eligible to vote – “having fulfilled the obligations to Servas International”.
6. Finally, it appears many National Secretaries and Servas Member Groups are not familiar with the overall Distant Vote process and the timetable for submitting motions. Servas Norway has suggested that EXCO allocate “some GA time to discussions on DV conduct”. I would strongly support this suggestion and recommend that a short (say 1 hour) training/workshop session on the Distant Vote process and timetable be included in the SICOGA2015 programme.

MOTIONS PASSED in DISTANT VOTE NOV 2014.

Mociones aprobadas en VOTO A DISTANCIA 11 2014.

All four motions achieved the **double majority** necessary for them to be declared adopted “as if they have been passed by a meeting of the General Assembly”.

MOTION EXCO – 001 – 2014.

REGISTRATION PROCESS OF INDIVIDUAL MEMBERS

In the context of the developing Servas On Line Project - SOL, each National Secretary of a National Servas Group should create a list of individual members (travelers, host and others) from relevant data bases before March of each year.

The list should be sent to the SOL administrative team that securely and with high integrity will handle the contact information that is used in the SOL system to support individual Servas travellers and hosts as well as member groups and member countries.

PROCESO DE INSCRIPCIÓN DE LOS MIEMBROS INDIVIDUALES

En el contexto que genera el desarrollo del Proyecto Servas en Línea – SOL, cada Secretario Nacional de un grupo Nacional de Servas deberá crear una lista de miembros individuales (viajeros, anfitriones y otros) a partir de las bases de datos relevantes antes de Marzo de cada año.

La lista deberá ser enviada al equipo administrativo SOL que de forma segura y con la máxima integridad manejará la información de contacto que se utiliza en el sistema SOL para apoyar los viajeros individuales de Servas y anfitriones, así como grupos de miembros y países miembros.

MOTION EXCO – 002 – 2014.

APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNATIONAL FOR 2010

As presented by the Treasurer, audited by Internal and External audit and recommended by EXCO, the Servas International General Assembly approves:

1. The Balance Sheet and Income and Expenditure Account of Servas International for 2010 as presented by the Treasurer and the Executive Committee of Servas International.
2. The reports of Internal Audit Committee on the financial accounts of Servas International for 2010 and the Auditor’s Report for 2010 presented by the external auditors’ firm Vasudev Pai & Co.
3. All the above named documents are attached to this motion.

APROBACIÓN DE LAS CUENTAS ANUALES DE SERVAS INTERNACIONAL PARA 2010

Teniendo en cuenta la presentación hecha por el Tesorero, el auditaje hecho por la Auditoría Interna y Externa y la recomendación de EXCO, la Asamblea General aprueba:

1. El Balance el Estado de Resultados de Servas Internacional para el año 2010 en la forma como fueron presentados por el Tesorero y por el Comité Ejecutivo de Servas Internacional.
2. Los Informes del Comité Interno de Auditoría sobre los Asuntos cuentas financieras de Servas Internacional para el año 2010 y el Informe de Auditoría del año 2010 presentado por la firma de Auditoría Externa Vasudev Pai & Co.
3. Todos los documentos anteriormente mencionados se encuentran anexos a la presente moción.

MOTION EXCO – 003 -2014.

APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNACIONAL FOR 2011

As presented by the Treasurer, audited by Internal and External audit and recommended by EXCO, the Servas International General Assembly approves:

1. The Balance Sheet and Income and Expenditure Account of Servas International for 2011 as presented by the Treasurer and the Executive Committee of Servas International.
2. The reports of Internal Audit Committee on the financial accounts of Servas International for 2011 and the Auditor's Report for 2011 presented by the external auditors' firm Vasudev Pai& Co.
3. All the above named documents are attached to this motion.

APROBACIÓN DE LAS CUENTAS ANUALES DE SERVAS INTERNACIONAL PARA 2011

Teniendo en cuenta la presentación hecha por el Tesorero, el auditaje hecho por la Auditoría Interna y Externa y la recomendación de EXCO, la Asamblea General aprueba:

1. El Balance el Estado de Resultados de Servas Internacional para el año 2011 en la forma como fueron presentados por el Tesorero y por el Comité Ejecutivo de Servas Internacional.
2. Los Informes del Comité Interno de Auditoría sobre los Asuntos cuentas financieras de Servas Internacional para el año 2011 y el Informe de Auditoría del año 2011 presentado por la firma de Auditoría Externa Vasudev Pai& Co.
3. Todos los documentos anteriormente mencionados se encuentran anexos a la presente moción.

MOTION EXCO – 004 – 2013.

APPROVAL OF THE FINANCIAL ACCOUNTS OF SERVAS INTERNACIONAL FOR 2012

As presented by the Treasurer, audited by Internal and External audit and recommended by EXCO, the Servas International General Assembly approves:

1. The Balance Sheet and Income and Expenditure Account of Servas International for 2012 as presented by the Treasurer and the Executive Committee of Servas International.
2. The reports of Internal Audit Committee on the financial accounts of Servas International for 2012 and the Auditor's Report for 2012 presented by the external auditors' firm Vasudev Pai& Co.
3. All the above named documents are attached to this motion.

APROBACIÓN DE LAS CUENTAS ANUALES DE SERVAS INTERNACIONAL PARA 2012

Teniendo en cuenta la presentación hecha por el Tesorero, el auditaje hecho por la Auditoría Interna y Externa y la recomendación de EXCO, la Asamblea General aprueba:

1. El Balance el Estado de Resultados de Servas Internacional para el año 2012 en la forma como fueron presentados por el Tesorero y por el Comité Ejecutivo de Servas Internacional.
2. Los Informes del Comité Interno de Auditoría sobre los Asuntos cuentas financieras de Servas Internacional para el año 2012 y el Informe de Auditoría del año 2012 presentado por la firma de Auditoría Externa Vasudev Pai& Co.
3. Todos los documentos anteriormente mencionados se encuentran anexos a la presente moción.

Servas - DV Nov 2014 - Detailed Voting Results

DVA Voter/Officer List for DV Nov2014 & Voting Record

No	Country	Voter Name	Check Numbers		Status	Motion 1				Motion 2				Motion 3				Motion 4					
			Vote Number	As returned		OK?	Y	N	A	I	Y	N	A	I	Y	N	A	I	Y	N	A	I	
45	Netherlands	GHAIT, Laila	11273138	11273138	OK		N			Y		A			Y		A			Y			
46	New Zealand	BATENBURG, Marijke	49193401	49193401	OK	Y				Y				Y						Y			
47	Nigeria	ADEWUNMI, Clement	12795520		dnv																		
48	Norway	WECHSLER, Michael J	10654908	10654908	OK	Y				Y				Y						Y			
49	Pakistan	SHOAIB KHAN (NATIONA, Muhammar	27003619		dnv																		
50	Panama	SANG, Maria	42864992	42864992	OK	Y				Y						A						A	
51	Paraguay	BARROS ORTIZ, Magdalena	2419212		dnv																		
52	Peru	CHANG, Margarita	55068516	55068516	OK			A		Y				Y						Y			
53	Poland	ZAKRZEWSKA, Aissa Anna	4447086	4447086	OK	Y				Y				Y						Y			
54	Portugal	KRISTENSEN, Carla	8960342	8960342	OK	Y				Y				Y						Y			
55	Romania	IONESCU, Bogdan	93068915	93068915	OK	Y				Y				Y						Y			
56	Russia	VLASOVA, Elena	90448320		dnv																		
57	Sierra Leone	JAH, Shed	25727630		dnv																		
58	Singapore	PETERSON, Dianne	69256984	69256984	OK	Y				Y				Y						Y			
59	Slovakia	POLAKOV, Zuzana	39649648	39649648	OK	Y				Y				Y						Y			
60	Slovenia	HORVAT, Boris	10674054		dnv																		
61	South Africa	LOUW, Pat	88152560	88152560	OK	Y				Y				Y						Y			
62	South Korea	HUH, Jong	91929472	91929472	OK	Y				Y				Y						Y			
63	Spain	SANCHEZ (PRESIDENT), Florentina	70507475	70507475	OK	Y				Y				Y						Y			
64	Sri Lanka	WERAPITIYA, Walter	7103028		dnv																		
65	Suriname	SEYMONSON, Lidia Henna	388286	388286	OK	Y				Y				Y						Y			
66	Sweden	FAGERSTRÅM, Hanna	2641962	2641962	OK	Y						A				A						A	
67	Switzerland	TOBLER, JÄYrg	78386351	78386351	OK	Y				Y				Y						Y			
68	Taiwan	LU, Litsong	1126628	1126628	OK	Y				Y				Y						Y			
69	Thailand	RONGRONGMUANG, Wansiri	64480488	64480488	OK	Y				Y				Y						Y			
70	Turkey	TEZCAN, ISMAIL	83533496	83533496	OK	Y				Y				Y						Y			
71	Uganda	KAKINDA, Emmanuel	7263564		dnv																		
72	Ukraine	TERESHCHENKO, Alexey	68827503		dnv																		
73	United States - USA	Mikuriya, Mary-Jane	2244800	2244800	OK	Y				Y				Y						Y			
74	Uruguay	SANZ, Dinorah	95345648	95345648	OK			A				A				A						A	
75	Uzbekistan	IONESOV, Anatoly	11857120		dnv																		
76	Venezuela	GUTIÁ%RREZ GUAPE, Victor	42637913	42637913	OK	Y				Y				Y						Y			
77	Zambia	MATEKE, Clare	60965168	60965168	OK	Y				Y				Y						Y			
78																							
79																							
80																							

% Valid Votes	68%	Valid Vote	52	OK	37	7	8	0	40	3	8	1	42	2	8	0	43	3	6	0	
		No Vote Number	0	Inv																	
% Votes Returned	68%	Votes Returned	52		Tally: 52				Tally: 52				Tally: 52				Tally: 52				
		Did not vote	25	dnv																	
		Total Voting Papers Sent	77																		
		Late Votes Received	1	late																	