

# **Distant Vote Administrator**

## **Mandate Document**

### **1. Title**

Servas International - Distant Vote Administrator (SI DVA)

### **2. Purpose**

The Distant Vote Administrator conducts votes between meetings of the General Assembly, as provided for in Clause IX of SI Statutes. This enables SI members to take important decisions in a democratic manner.

### **3. Scope and Responsibilities**

The scope of work of the Distant Vote Administrator is to conduct Distant Votes as per the schedule decided by the SI Executive Committee (EXCO).

The specific duties include:

- a. advising the General Secretary of the timetable for each Distant Vote in accordance with the schedule determined by the Executive Committee;
- b. recommending to Executive Committee, if considered necessary, that one or more independent persons or organisations be engaged to assist in the running of the Distant Vote;
- c. receiving and counting the votes, except when a secret vote is required in which case the receiving and counting of votes shall be done by a person or organization independent of Servas;
- d. reviewing the wording of the submitted motions and referring them back to the submitter for revision if the wording is unclear or not in a form that can be voted on by a “yes” or “no”;
- e. arranging the translation of voting information and supporting material in accordance with current Servas practice.
- f. preparing a report, including recommendations for approval by the Executive Committee on: a budget and timetable for the Distant Vote process, the method of electronic voting, the postal address and the vote authenticity checks to be used;
- g. sending the motions, the voting material and supporting information to the Authorised Voter for each member group as advised by the General Secretary;
- h. receiving the votes cast and verifying whether each of the votes is valid or not. and can be counted, and then recording how each member group voted on the motions.
- i. counting the valid votes: "Support/Yes", "Against/No" and "Abstain", to determine the result of the vote on each motion and to identify any motions passed by the double majority needed to give the decision the same effect as a General Assembly vote;
- j. reporting the results to the General Secretary within one month of the closing date for the vote;

## **Distant Vote Administrator Mandate Document**

- k. preparing a written report to the Executive Committee on the Distant Vote within two months of the closing date for the vote. The report shall include the voting results on each motion, the number of member groups allowed to vote, a detailed list of how each member group voted on non-secret motions and the number of votes received but not counted with the reason they were disallowed;
- l. holding all votes received in a secure place and keeping the votes and the results confidential until member groups have been advised of the results by the General Secretary;
- m. handing over all voting papers and such other information as may be requested as part of an independent recount and audit of the Distant Vote;
- n. destroying all votes received and any other confidential information, if no request for a recount has been received within three months of the date the results of the Distant Vote are sent to member groups;
- o. disposing of any confidential information and other records relating to the Distant Vote process in consultation with the General Secretary.
- p. The Distant Vote Administrator shall facilitate informed discussion of items to be decided by Distant Vote (For example, by setting up a web-based forum and/or providing mailing lists to the submitter of the item and member groups).

## **4. Authority**

Distant Vote Administrator shall take all non financial decisions regarding the process of Distant Vote, provided the process is in full compliance with SI Statutes and Distant Vote Regulations. Any decision which involves financial expenditure or a change in the composition of the committee (e.g. increasing or reducing the number of members in the committee) must be approved by the SI President in consultation with the SI General Secretary.

## **5. Membership**

- The committee comprises one member, the Distant Vote Administrator. The SI-DVA is an elected position. If the SI-DVA is not able to function, SI-Exco will appoint another member to fulfill this role till the next General Assembly.
- Committee members may be elected by a General Assembly or appointed by EXCO as stipulated in SI Statutes Clause V 3 i
- The term of the committee shall be from the end of one General Assembly to the end of the next General Assembly.

## **6. Meeting Procedures**

- The committee shall meet with the SI General Secretary as frequently as required for fulfilling its duties and responsibilities.

## 7. Funding

The committee does not anticipate any expenditure assuming that all committee members would have a laptop/tablet with Internet connection.

In case of any contingency, e.g. if a secret ballot is to be held, EXCO shall sanction the required fund.

Any committee member who receives funding from SI shall submit a financial report to EXCO.

## 8. Reporting

For administrative purposes, the DVA reports to the SI President.

## 9. Review and Amendments

In case, any committee member feels the need for an amendment to the mandate, he/she will discuss it with other committee members. If the committee agrees with the need for an amendment, a proposal for the amendment shall be forwarded to the SI President for taking necessary action. Any changes will be presented to SI-Exco for approval at one of their meetings.