

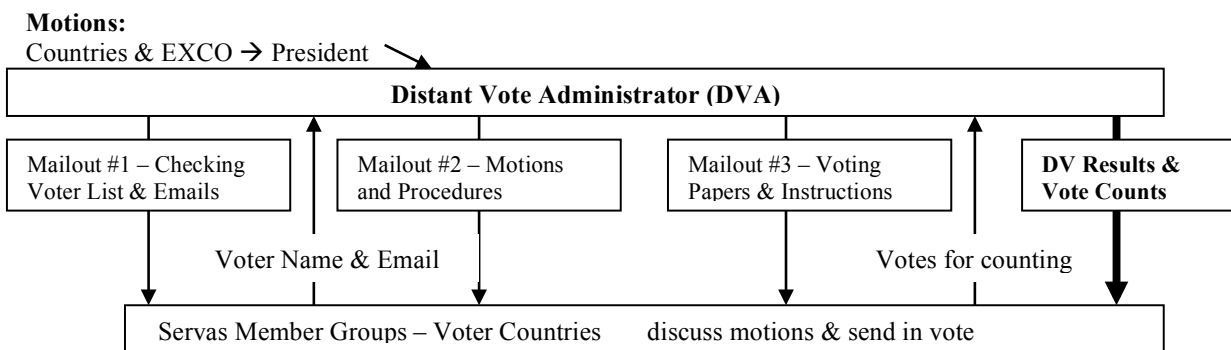
## Servas International: Distant Vote

### Voting Procedures

These Voting Procedures for each Distant Vote are based on the Timetable and Process for DV prepared by the Distant Vote Administrator and adopted by EXCO. EXCO delegated the SI General Secretary to work with the Distant Vote Administrator to finalise the processes to be used for each Distant Vote.

The DVA report, which will be published after the Distant Vote, will contain the list of voters and how they voted on the motion/s.

If the Distant Vote includes an election, this is done by secret vote and an independent person or organisation may be used to assist in running the Distant Vote.



The key parts of the Distant Voting procedures are:

#### **Voter List for Distant Vote**

The countries eligible to vote in each Distant Vote are the countries with Member Group status as determined by SI General Assembly and Distant Votes, subject to confirmation by the SI Treasurer that they have met their financial obligations and are thus allowed to vote. [SI Statutes, VI Voting at Meetings, 3)] **The final list of Servas Member Groups eligible and able to vote in each Distant Vote is finalised by the SI Treasurer and should be available by two to three weeks before the voting papers are sent out.**

The SI General Secretary has delegated the Distant Vote Administrator to compile the Voter List for the Distant Votes by direct contact with the National Secretaries of each country eligible and able to vote in this Distant Vote to confirm the name and contact details for the person casting the DV vote for their country.

#### **Voting Method**

E-mail will be the primary method of voting in Distant Votes. Votes by fax or mail can also be accepted by arrangement. Each voting paper will contain the motion/s (and elections, if any) to be voted on, with space to record the vote - "support/yes", "against/no" or "abstain" and a unique ID number (an 8 digit random number).

The Distant Vote Administrator will keep a confidential record of the ID number of the voting paper sent to each voter (National Secretary or nominated authorised voter) The ID number will be used to verify that the vote is being cast by an eligible voter.

The ID numbers are used to confirm the validity of votes received as follows:

- a/ Votes must have a valid ID number to be counted.
- b/ The voter will be e-mailed confirmation that their vote has been received.
- c/ A vote cannot be changed after it has been submitted and received. Thus conflicting multiple votes, with the same ID number, will be treated as invalid.

A valid vote will be counted for a motion if:

- b/ It is clear whether the vote is "support/yes", "against/no" or "abstain" for the motion/s.

### **Vote Counting and Results**

The only voting information that is provided by the Distant Vote Administrator prior to the closing and counting of the vote is the number of votes received and confirmation that a vote has or has not been received from the voter for a Member Group.

Motions will be declared passed if the number of "support/yes" votes received for the motion is more than the number of "against/no" votes. "Abstain" votes are not counted in determining if the motion was passed. (SI Statutes VII Distant Vote, Clause 9)

Motions shall be declared adopted as if they have been passed by a meeting of the General Assembly if they get a **double majority**:

- a) when the majority of the votes cast are "support/yes",
- b) AND when the "support/yes" vote is at least four tenths of the number of member groups allowed to vote in the Distant Vote.” [SI Statutes VII Distant Voting, 11)]

When the votes have been counted, the SI General Secretary will be sent a report stating whether the motion was passed, passed “as if by a GA” or not passed. Voting results will also be provided, including the total number of votes received, the number of "support/yes", "against/no" or "abstain" votes and the number of invalid or non votes, if any.

Elections conducted by Distant Vote are by secret vote, so only the person elected and the number votes for each candidate will be given when the results are announced or reported.

Within two months of the closing date of the vote the Distant Vote Administrator will send Servas EXCO a written report on the Distant Vote, including the voting results, 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 any votes received but not counted with the reason they were disallowed.

### **Additional Information**

#### **Servas Distant Vote Web pages**

The SIEXCO website has a section for Distant Vote, and a separate section for each Distant Vote. Generally emailed information will be put on this web page, along with background documents.

#### **The SI Distant Vote website address is:**

**<https://www.servas.org/en/distant-vote>**

- OR start with the Servas website: **[www.servas.org](http://www.servas.org)**  
then select **Community** to display the drop down list, **Distant Vote** is the last item.  
Then use the links to access the information you want to see, read and/or download.

#### **Distant Vote Discussion Forum**

The Distant Vote Administrator is responsible for facilitating comments and discussion relating to the Distant Vote motion/s. Normally this is done using an online discussion forum.

The Distant Vote Administrator is the “manager” for the group or discussion forum and will moderate messages from new members. The discussion forum is inactive between Distant Votes.

Details of the forum is provided as part of the information for each Distant Vote.