

Servas International: Distant Vote

Voting Procedures

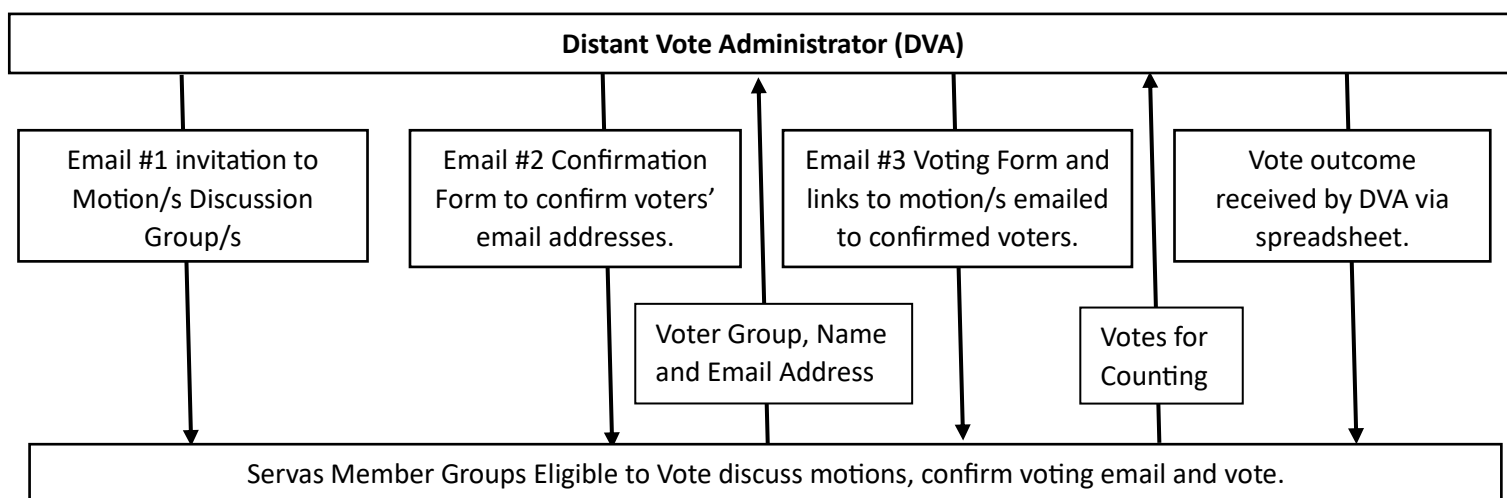
These Voting Procedures for each Distant Vote are based on the Timetable and Process for DV prepared by the Distant Vote Administrator and adopted by EXCO. EXCO delegated the SI General Secretary to work with the Distant Vote Administrator to finalise the processes to be used for each Distant Vote.

The DVA Report will be automatically created as voting delegates submit their votes. Voting for motions are not anonymous and the Report (Spreadsheet) will contain the list of voters email addresses and how they voted on the motion/s. The email address can be matched with voter's names on the voting email confirmation spreadsheet.

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.

Motions:

Countries & EXCO -> President



The key parts of the Distant Voting procedures are:

Voter List for Distant Vote

The Servas Groups eligible to vote in each Distant Vote are the Groups 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 Email #2 Confirmation of Email Address is 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 (email) for the person casting the DV vote for their country.

Voting Method

Email and Google or other suitable Forms will be the primary method of voting. Motion Form/s will not be anonymous. They will contain the Motion/s to be voted on Voting forms will be anonymous. They will contain the positions and list of candidates for each position. Each form will require the entry of a shared password as an extra security feature. Security is limited by sending the voting form only to the email address of the voting delegate. Each voting delegate will only be allowed to use the voting form once.

Vote Counting

Vote counting will happen as the votes come in via a spreadsheet accessible only to the DVA, IT Support and General Secretary). Once the allotted voting period has ended, the votes will be tallied and the outcome/s announced.

Additional Information

Servas Distant Vote Web pages

The SI EXCO 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>

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.