

Electronic Voting Procedures

Faculty Governance bylaws allow for electronic balloting; the following procedures will be used to clarify the process for ensuring a confidential and accurate vote.

Web-based surveys or voting systems may be used for secret ballot voting on Governance Issues or non-secret registration for events. Emails and responses associated with the latter, will be clearly marked as NOT CONFIDENTIAL in the invitation emails, on the first page of the survey and at the top of each question.

When the ballot is intended to be confidential but de-identified these are the procedures that will be followed:

1. Lists of email addresses for the voting campus personnel, will be generated by Information Systems and checked by the Executive Committee for accuracy before the first ballot or survey of the semester.
2. Electronic voting will be conducted using a commercially available web-based survey or voting system. The Executive Committee prior to each vote will select the web-based system and the Executive Chair will purchase a secure account using funds from the Governance Account. Information regarding the security of the account will be distributed widely before each use.
3. No fewer than two members of the Executive Committee, who are not on the ballot, and including the Sergeant-at-Arms will have access to the account once the ballot/survey is live. Contact information for these individuals will be listed on the first page of the ballot/survey and on the final page of the ballot/survey.
4. The password to the electronic voting account will be changed preceding any vote collection so that only those charged with conducting the vote will have access to the ballot while voting is occurring.
5. Ballots will run for no less than ten (10) calendar days, they will be checked periodically by those indicated in item 3, to ensure that the system is functioning properly and reminder emails will be sent automatically every three (3) days to faculty who have not already voted. No preliminary election results will be reported.
6. Settings for confidential ballots will de-identify data, results will be stored on the internet site for the web-based system and deleted after six (6) months.

Glossary of Terms

Confidential ballot: A ballot cast such that who responds to a survey is known, but direct links to the respondent will be de-identified.

De-Identified ballot: Data is collected by confidential means but responses will be grouped and reported as percentages. This makes the data anonymous when “processed” but the data collection method is not anonymous.

Anonymous ballot: A ballot cast such that the responses are not linked to a name and there is no record kept of who voted or how many times a vote was cast.