

Electronic Voting Vendors:**Big Pulse**

Service: Both (Self & Full)
 Address: 130 Duncan Street
 San Francisco, CA 94110
 Contact: Dominic Swinn
 415-409-6333
 dom@bigpulse.com

Intelliscan, Inc.

Service: Full
 Address: 1039 West Bridge St.,
 Suite 24
 Phoenixville, PA 19460
 Contact: John Arbitell
 610-935-6176
 johnarbitell@intelliscaninc.com

Media Leverage

Service: Self
 Address: 2319 J Street
 Sacramento, CA 95816
 Contact: Mike Baddley
 916-806-0806
 mike@medialeverage.com

Simply Voting

Service: Both (Self & Full)
 Address: 6228 Saint-Jacques
 Street W., Suite 200
 Montreal, QC H4B 1T6
 Canada
 Contact: Brian Lack
 800-585-9694 x801
 black@simplyvoting.com

VoteNet

Service: Both (Self & Full)
 Address: 1420 K St. NW #200
 Washington, DC 20005
 Contact: Michael Tuteur
 202-207-0513
 mtuteur@votenet.com

Vote-now

Service: Both (Self & Full)
 Address: Box 3110
 Statesboro, GA 30459
 Contact: James Claiborne
 202-239-0233
 jclaiborne@vote-now.com

VR Elections

Service: Full
 Address: 3222 Skylane Dr.
 Bldg. 100
 Carrollton, TX 75006
 Contact: Karl Koelker
 800-955-4156
 kkoelker@vri.com

CTA Electronic Voting Parameters for Vendors:

1. Secure transfer of member information
2. Adherence to timeline set by chapter
3. One person, One Vote
4. One vote per person
5. Secret Ballot
 - a. No confirmation email sent to voter with the choices they made.
 - b. No ability to look up how a member voted by name/username
 - c. No ability to look up how a member voted by confirmation number
 - d. No ability to look up how a member voted by ID number/password
6. Names only on ballot
7. Must have a write-in provision unless designated as a run-off
8. Ballot statements may not be on the same page as the voting takes place
9. Ballot statements must appear on a separate page:
 - a. Pop-up statements
 - b. Link to statements page
10. No ability to view results of an election/survey in real time.
11. No ability to view results of an election/survey prior to the close of the election/survey.
12. Provide a list of who voted not how they voted
13. Storage of data for one year
14. Electronic Copy of results.
15. Hard copy of results sent.
16. When using the “fully managed” plan, no one in the association shall have administrative rights.

SO YOUR UNIT HAS DECIDED TO TRY ELECTRONIC VOTING!
HOW TO MAKE SURE YOU DO EVERYTHING YOU NEED TO REMEMBER
AN ELECTRONIC VOTING CHECKLIST

STEP 1: HOW TO GET STARTED

- ___ A. Complete the Internal assessment to determine what resources the local chapter or Service Center Council has available.
- ___ B. Contact the CTA Elections and Credentials Committee chair to obtain contact information for the CTA approved vendors.
- ___ C. Follow the procedures for contacting vendors in which unit is interested.
- ___ D. Follow the recommendations coming from the CTA Vendor Evaluation and Screening Committee on the outreach to the vendors.
- ___ E. Decide whether to use the “fully managed” plan **OR** “self -managed” plan.
 1. FULLY MANAGED - The vendor operates the website where the election is housed; The unit sends the information, timelines, candidate names, Candidate campaign statements/biographies, etc. as negotiated with the selected vendor. **The vendor does not replace the unit Elections Committee.**
 2. SELF-MANAGED - The unit operates the software provided by the vendor. The unit is responsible for all aspects of the election, but does the work through the vendor software.
- ___ F. Make certain that, regardless which plan the unit chooses, there is a clear understanding of the vendor’s responsibility and the unit’s responsibility.

STEP 2: LOCAL OBLIGATIONS COME FIRST WELL BEFORE ANY ELECTION

- ___ A. Ensure you are adhering to the CTA Requirements for Local Chapter Elections.
- ___ B. Direct the local Elections Committee to take charge of the election timeline, process preparations, and follow through.
- ___ C. Schedule elections training with the CTA Elections and Credentials Committee.
- ___ D. Make certain that the local membership records are up-to-date.
- ___ E. Get current personal email addresses from all eligible voters within the membership.

STEP 3: HOW THE LOCAL ELECTIONS COMMITTEE MUST PROCEED

- ___ A. Announce the vacancies in accordance with the local bylaws and standing rules (which should parallel the CTA Requirements for Local Chapter Elections current year).
- ___ B. Prepare drafts of any materials (ballots, etc.) which are a normal part of the election.
- ___ C. Review every aspect of the election documents, etc., for accuracy regardless of whether FULLY MANAGED or SELF-MANAGED.
- ___ D. Set timelines for accomplishing every step of the election so as to avoid last minute crunch problems, including a voting window that allows at least two (2) weeks for voting.
- ___ E. Make certain to provide an easily accessed method of voting for those individuals who will not or cannot vote in the electronic/online environment.

STEP 4: AFTER THE ELECTION

- ___ A. Assess what the unit could have done better.
- ___ B. Assess how the relationship with the vendor was.
- ___ C. Analyze the level of participation versus the expense for future decision making.