
***VIRTUAL
ELECTIONS
GUIDEBOOK
KEY CLUB EDITION***

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PREFACE

Ideally, officers would have been elected during the spring but schools were shut down quickly to prevent the spread. Now with the school year resuming and clubs starting to get back together, clubs need to plan their elections to elect their new slate of officers.

This guidebook is intended to help out clubs map out their election planning process. This guidebook will review possible routes, platforms, and solutions for hosting your 2020-2021 elections.

If you have any questions about hosting elections, please don't hesitate to reach out to your division's lieutenant governor and see if they can help you in any way.

POSSIBLE PATHWAYS

Suggestion #1: Recorded speeches

To maximize participation and accessibility, speeches can be posted on platforms and remain posted for a certain period of time for the membership to vote. This option does not use any live conferencing platforms and is open for all students 24/7.

Suggestion #2: Live elections

To further regulate and control the election process, speeches can be given live on conferencing platforms and members present have the ability to vote. This option is great for accepting questions and allowing for interactions between candidates and voters.

Suggestion #3: Hybrid option

This guidebook is merely a resource to give your clubs inspiration as to how elections should be done. For maximum participation, utilizing suggestions both #1 and #2 could be a great option for hosting your elections.

Suggestion #4: Appointments

If there isn't a large amount of electors, the best option for your club might be to appoint members into positions. It is important that everyone in your group is content with the members being appointed and that everyone has a fair chance to be appointed and heard. For larger clubs, this is not suggested.

PLATFORMS FOR RECORDED SPEECHES

If your club wishes to post speeches online for students to review them at their free time, this page is a great resource. This page lists some options that your club can utilize for posting speeches and other necessary content.



Youtube: Youtube is a great platform for uploading videos and being easily accessible to all. All videos can be posted on YouTube as unlisted videos to restrict access for viewers. Organizing the videos into playlist with help members navigate through all the speeches.



Flipgrid: Flipgrid is now a rising platform being utilized by schools across the United States to post videos. Advisors can restrict the viewership by providing codes to join the platform to view the videos. Speeches must be under 1.5 minutes on this platform.



Instagram: Students are more likely to have Instagram than any other platform; therefore, to reach the voters, Instagram could be a platform to host speeches. Instagram has the ability to post videos greater than 1.5 minutes under Instagram TV. Accounts can be made private to restrict public access to the speeches.

THINGS TO CONSIDER

Unlike any year before, candidates have the ability to present their creativity and tech-savvy skills through digital speeches. Your election chairs need to consider some of these aspects to equalize the elections process. Does your club restrict the timing, editing, or background music? Make sure the rules are clear to your candidates before your election begins!

LIVE ELECTIONS TIPS

If your club would like more interactive elections, live elections are best suited for you. The majority or all of election processes will occur on a video conferencing platforms. This page provides you with some tips and ideas to consider when hosting your elections.

#1 Moderate speeches and questions: In order to be fair to all candidates, make sure that they all have the same amount of time for giving speeches and questions. It also might be wise to request that candidates join a certain time to eliminate an unfair advantage.

#2 Anticipate possible internet issues: Completely live elections present the risk of poor connectivity and inability to join the call. Ensure that your club has back up just in case a candidate is unable to join for a prolonged period of time.

#3 Moderate the audience: Standard video conferencing etiquette still applies in all situations. Make sure everyone is muted and the chat is either moderated or limited.

#4 Availability for all: If people couldn't make the election call, consider giving them an opportunity to still participate in the voting process by providing a recording of call.

#5 Send out rules and agendas: The plan for the event and rules need to be clear to the candidates and audience for everything to go smoothly. There is nothing wrong with limiting time to speed up the election.

#6 Back up plans: Make sure your advisor or someone you trusts has the ability to share documents and ballots with everyone just in case.

VOTING PLATFORMS

This page provides you with some potential voting apps that will help your club ease counting the ballots.



Google Forms: This platform is a free resource with no restrictions. It's a simple platform for you and your clubs to utilize for your elections.



Election Runner: You can use Election Runner for free up until 20 members. This is a great platform for dealing with election security. Personalized emails and codes can be sent out to electors.



Election Buddy: Same as Election Runner, it is free up until 20 members. It also focuses on election security by sending out personalized emails and codes. This platform has a lot of similarities with Election Runner.



Poll Everywhere: For educators, you can use Poll Everywhere for free up until 40 members. This functions similarly to Google Forms. There are no emails and codes that will be sent out although.

THINGS TO CONSIDER

Election equity and security is important to boost the trust and confidence of your voters. Connecting the ability to vote with each delegate's emails allows for greater security. If this is pursued, please make sure that votes are confidential. Election coordinators and advisors should be the only group that know of election results.

SAMPLE AGENDA

Here's a sample agenda to inspire your club's election plans. This agenda includes speech and question segments for your candidates.

- 1. Introduction of rules/procedures**
 - 2. Nominations**
 - 3. President speeches/questions**
 - 4. Vice-President speeches/questions**
 - 5. Secretary speeches/questions**
 - 6. Treasurer speeches/questions**
 - 7. Bulletin Editor speeches/questions**
 - 8. Results announcement**
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***HOPE
THIS
HELPS!***
