
CHECKLIST: BOARD OF DIRECTORS IN CORPORATIONS

A board of directors, is the the brain of any company, deciding it's strategy both in the long and short term. Ensuring that your company conducts legally valid and secure elections can be a tricky task. This checklist will help your election committee stay on top of the complicated tasks presented by managing elections.

“There's no such thing as a vote that doesn't matter.”

Barack
Obama

A Complete Election Preparation Checklist

Appoint an Electoral Committee

If you do not have an election committee, it is imperative to do so in line with the procedure established in your bylaws. The election committee will handle the running of the election and all sub tasks that elections will inevitably require. If your board elections are staggered, and therefore yearly, it is prudent to retain the committee so that elections run smoothly year after year.

Decide on Election Type

Depending on the election, you may need different election procedures. For example, amending bylaws will require a different sort of election to a standard board of directors election. You must also determine which election procedure will be used in accordance with your bylaws - Online, Postal, Live or a combination?

Determine Open Positions

It could be that your company has staggered elections. Find out which board members are up for election, or re-election and post start the search for candidates.

Announce the Election

Typically for corporate bylaws, a period of notice is required for registration and nominations. This announcement may be done via email, post or on your website. The announcement should include the date nominations and registrations open, the date of the election, and the manner in which members can vote

Create Electoral Roll

Once the election has been announced, the committee should review the electoral roll to ensure that it is up to date. Any new members should be added, and any former members should be removed. Your roll should contain the members' contact details so they can be easily reached. When voting online, we recommend using email addresses for credential delivery. This helps to encourage higher turnouts while reducing costs.

Voter Segmentation

Members can be segmented into different voter groups - with different voting rights based on how many or what type of shares they have.

CHECKLIST: COUNCIL ELECTIONS IN REGULATORY COLLEGES

Create Ballot Papers

Once the nominees, or the precise wording of the question(s) have been finalized, you may proceed in creating the actual ballot papers. Since members can only vote for nominees in their district, each district will have a different ballot. If you are conducting your election offline, you must also print them off.

Deliver Election Credentials and Documentation

- Members should receive the material that will allow them to vote in a timely fashion. In the case of an offline election, ballot papers should be sent out well ahead of the deadline. This gives your voters enough time to mail back their decisions.
- If being held online, the voters should be sent their login details via email or securelink and should be given their credentials when the election starts, thereby helping to increase the turnout of the election.
- If voting at an AGM, the electorate should receive their credentials when they pick up their credentials for the AGM itself. This makes it more convenient for you as an organizer, and them as a participant.

Start the Election

Once voters have their credentials, you can begin the election. Depending on the duration of your election Polyas, recommends sending out reminders to ensure an increased voter turnout.

Count the votes

Once the election period has closed, the votes must be tallied. If doing so offline the votes are tallied by hand. Our election system counts votes automatically, with the results being available for download within minutes of polls closing. Our live voting system publishes the results as soon as they are finished on each voter's screen once the election period is over.

Announce the Results

Announce the winners of the election, or the results of any referenda conducted.

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More information on online elections for your corporation:

» <https://www.polyas.com/companies/corporate-elections>

TIP

We would be delighted to support you through the election process. Get in touch with us!

Polyas – the election experts

We are the leading provider of digital elections since 1996. Combine online voting with postal voting, ballot box voting or voting at your AGM. By voting online you will increase your voter turnout and save valuable time and money throughout the election management process.

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