# POLYAS

## CHECKLIST COUNCIL: ELECTIONS IN REGULATORY COLLEGES

A council or board of directors, which are responsible for managing college affairs, runs every regulatory college. The council consists of both elected and unelected officials, with the former being voted in by their peers in their district.

However, planning an election is a complicated process. With so many steps along the way, it can be difficult to remain on top of things. Fortunately, by using our checklist, you can ensure that your election is as well organized and smoothly run as possible.

> "There's no such thing as a vote that doesn't matter."
>
> Barack Obama

### A Complete Election Preparation Checklist

☐ **Appoint an Electoral Committee**
Typically on the last council meeting before the next election, an electoral committee will be appointed. Depending on the college, this can be done either by the President or the council itself. The electoral committee will be responsible for running the election.

☐ **Decide on Election Type**
The committee should determine the method that will be used to conduct the election. This can be done either online, via post, or in person.

☐ **Determine Open Positions**
Not every electoral district will have an open position every year. The election committee should make clear which positions are up for re-election.

☐ **Announce the Election**
At least one month before nominations open, the election should be announced to the college. This can be done via email or post. The announcement should typically include the date nominations open, the date of the election, and the manner in which members can nominate themselves and vote.

☐ **Create Electoral Roll**
Once the election has been announced, the committee should review the electoral roll to ensure that 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.

☐ **Voter Segmentation**
Members can normally only vote and be nominated within their district, and the electoral roll should reflect this. Therefore, make sure to segment voters in the roll by district.

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☐ **Open nominations**
Members can now nominate themselves for any open positions. Typically this is done by completing a form that has either been emailed to the electorate or is found on the college website. The forms must be submitted before a certain deadline, at which point the electoral committee reviews them.

☐ **Create ballot**
Once the nominees have been finalized, go ahead and make the ballot. 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 Material**
On the election date, members should receive the material that will allow them to vote. In the case of an offline election, ballot papers should be sent out. If being held online, the voters should be sent their login details via email or secure link.

☐ **Commence Election**
The election is now underway. Voters can cast their vote in the method determined by your committee. Depending on the duration of your election Polyas, recommends sending out reminders to ensure a high voter turnout.

☐ **Votes are tallied**
The election has come to a close, and now the votes must be tallied. If doing so offline, votes are tallied by hand.

☐ **Winners announced**
Announce the winners of the election to your college.

| More information on online elections in regulatory colleges: ›› **www.polyas.com/regulatory-colleges/council-elections** | TIP |
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**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. Associations vote with us easily and conveniently over the internet. Combine online voting with postal voting, ballot box voting or voting at the annual general meeting.
By voting online you will increase your voter turnout and save valuable time and money throughout the election management process.