

Electronic Balloting Best Practices

1. Bylaws for Local Sections & Divisions

The procedure by which local sections/divisions conduct elections to determine their officers is governed by their approved bylaws. Before conducting an electronic election:

1. Officers should check their local section/division bylaws to ensure that the bylaw is current and allows for electronic balloting. In other words, ensure that "mail," "in writing", "envelope," and other such words are removed from local section/division bylaws.
2. If changes are needed, officers need to submit proposed bylaw changes to the Committee on Constitution and Bylaws (C&B), which acts on behalf of Council. C&B reviews proposed changes and makes recommendations, which need to be approved by the local section/division members; a final review and approval is done by C&B, which certifies the bylaws.
3. Officers can obtain a working copy (Word Document) of their local section/division bylaws from the Staff Liaison of the Committee on Constitution and Bylaws Barbara Polansky, at b_polansky@acs.org. In the case that a local section/division is incorporated, the bylaws need to be consistent with the Articles of Incorporation.

The bylaw process currently takes four-six months. C&B is currently working with ACS's IT department on an exciting bylaws project. Phase I, which includes posting all bylaws (PDF versions of certified bylaws) on the Web, is planned for the 2nd Quarter of 2008. Phase II is in progress and includes a system for officers to track the process of their bylaw changes through an online, document management system.

2. Local Section/Division Member Access

Before converting to completely electronic balloting, local sections/divisions should determine that all eligible voting members have access to the internet; it may be necessary to provide an alternative means of casting ballots for eligible members without internet access. Notice of upcoming elections should be announced to local section/division members in the same means as paper and mail ballots.

3. Anonymity, Confidentiality, and Security

It is essential that ballots cast by electronic means cannot be associated with a specific voting individual, and that the system is confidential and secure.

Vendors commonly used and recommended by local sections/divisions include:

- www.campus-vote.com and www.vote-now.com
- www.votenet.com
- www.surveymonkey.com (free and paid service)