



Guidelines for Collegiate Chapter Electronic Voting

An electronic vote by eligible chapter membership should occur only in extreme circumstances:

- Chapter budget approval vote after the chapter has left for summer break OR
- Officer elections during summer recess OR
- Accumulated Surplus vote after the final business meeting of the year.

Chapters must have approval from their Regional Finance Specialist (RFS)/New Chapter Finance Consultant (NCFC) for budget or Accumulated Surplus use votes and it is recommended that the chapter also notify their Regional Collegiate Specialist (RCS)/New Chapter Coordinator (NCC)/Council Appointed Coordinator (CAC) of any electronic votes.

Procedures/Timeline

The proposal should be distributed to members in good standing via a secure electronic voting system in the following formats:

- Budget – electronic copy (PDF) of budget attached to the message.
- Election – electronic copy of the list of candidates (PDF) attached to the message.
- Accumulated Surplus – include amount(s) and purpose(s) of proposed use.

Messages from the chapter officer to the chapter membership should include:

- An explanation of the electronic method, including who should receive the member's email vote if email is used.
- Notification that the five day "window" is beginning.
- Reminder one day prior to the window's close.
- Message to all members once the voting window is closed.
- Outcome of the vote.

Finance-specific Votes

- For Accumulated Surplus purposes – The Council Treasurer and RFS/NCFC must be in agreement for the proposed use. They must also give the chapter permission to use electronic means to hold the Accumulated Surplus vote.
- For budget purposes – The chapter must have their proposed budget approved by RFS/NCFC. The RFS/NCFC also needs to approve the use of electronic means for the budget vote.

Additional Requirements

- Electronic voting system can include Google Forms, Survey Monkey, email or any other system that can track who is voting. Only members in good standing should be asked to vote and votes must not be received in an anonymous manner.
- Quorum: For electronic voting only, Quorum shall be based on votes returned from 60 percent of chapter members in good standing.
- A member in good standing is a member who is not on probation for any reason (Honor Board action, Automatic Probation Notification (APN) for scholarship, finance, attendance, service hours).
- A simple majority (50 percent + 1 vote) is required for a vote to pass. **Note: this is not 51 percent.** For example, if there are 80 votes returned, a simple majority is 41 [or $(80/2 = 40) + 1$].
- Voting window: 120 hours (five days) after initial distribution date.