How-To: Using Google Forms for Elections

This document will share some tips and tricks to effectively utilize Google Forms for electing officers and Elections Committee members at-large chapter meeting. While using Google Forms is not required, it is strongly recommended. Any form/survey site with similar functionality (results only viewed by owner/manager of the form, data shown in a pie chart, ability to identify voter for eligibility, data can be revisited easily/stored away in files) is acceptable. Group polls in messaging apps such as Flare or GroupMe are unacceptable for voting to elect at-large members or new officers.

Information about the specifics, like officer eligibility, who to include on the ballot, etc., can be found in the Elections Handbook. This document is simply a tool to assist you in the creation of technology for your chapter's election process.
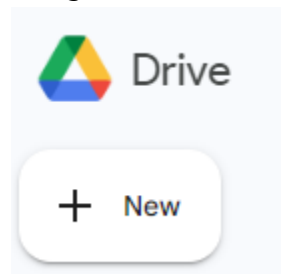
GENERAL TIPS & TRICKS

Creating a Form

Log in to a Gmail/Google account, and in the top right corner of your browser bar, find the Google Drive button, which is nine dots (see image below).

After accessing Google Drive, click "new" in the top right corner of the page and scroll to find Google Forms in the dropdown menu that appears.
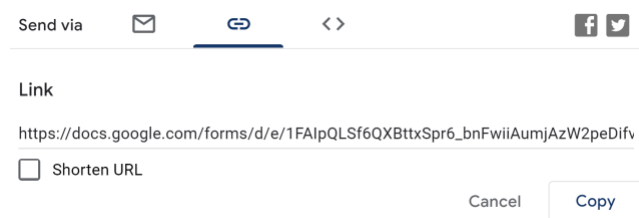

See below examples for questions to include in the form.

Distributing a Form

To send a Google Form to the chapter:

1. Click the purple "Send" button in the top-right corner of the page.
2. You may enter your recipients' email addresses in this pop-up; or, you may click the **chain link icon** to copy the link to the

Send via ✉ 🔗 <> f 𝕏

Link

https://docs.google.com/forms/d/e/1FAIpQLSf6QXBttxSpr6_bnFwiiAumjAzW2peDifv

☐ Shorten URL

Cancel   Copy

form and send via your preferred communication platform.

Viewing the Results

As responses are submitted, you can view them by selecting **"Responses"** at the top of the page. Responses can be sorted by question, by each individual submission, or you can view a summary of all questions. Responses can also be exported to

Questions   **Responses**   Settings

a Google Sheet (indicated by a green button in the top-right corner) for quick sorting. Any of these options can be utilized to quickly calculate whether a candidate has received the minimum number of nominations for a given position.

As you are viewing results, keep in mind the number of responses you are anticipating (i.e. the number of eligible members present at the meeting) to know when to close the poll and finalize the results of the election. If necessary, consider setting a 60-second time limit for members to complete the form.

See below for example of a voting form:

Your Name (first and last) *

Short answer text

Cast your vote for vp: social standards. *

○ Anna Boyd Ellington

○ Mary Comfort Leonard

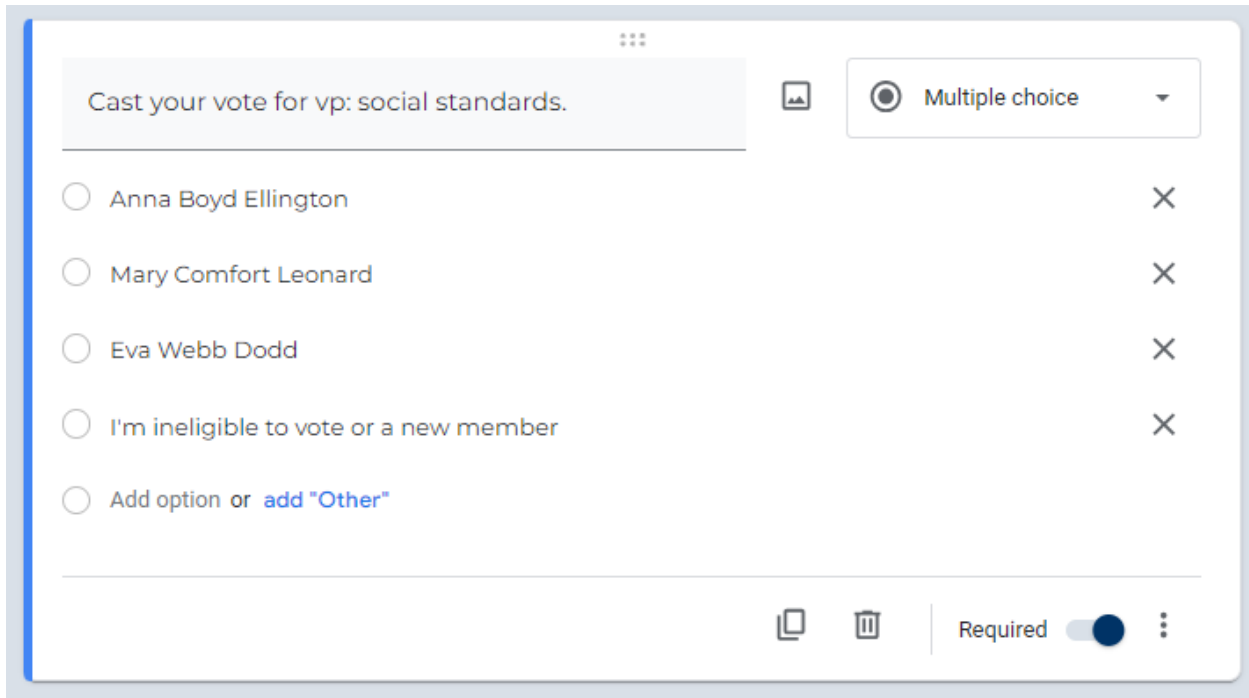○ Eva Webb Dodd

○ I'm ineligible to vote or a new member

ELECTIONS VOTING FORMS

For the Elections chapter meeting, members will elect each position one by one in the order shown in the Elections Handbook, starting with the chapter president - Honor Board members. This means that each elected position will use a unique form - however, they all should be in the same format.

To make a ballot for one position:

1. Ask for the full name of the member to ensure only members who are eligible are voting.
2. Select "Multiple Choice" for the question type.
3. List each candidate who expressed interest in the position on a separate line; you can continue to add as many lines as you have candidates by pressing ENTER on your keyboard or clicking "Add Option."

4. It's recommended you add a "I'm ineligible to vote or a new member" to each ballot question, so members who this applies to can still participate in the process.
5. Make all questions **required**, using the toggle shown below.


[Click here](#) to view an example voting form.
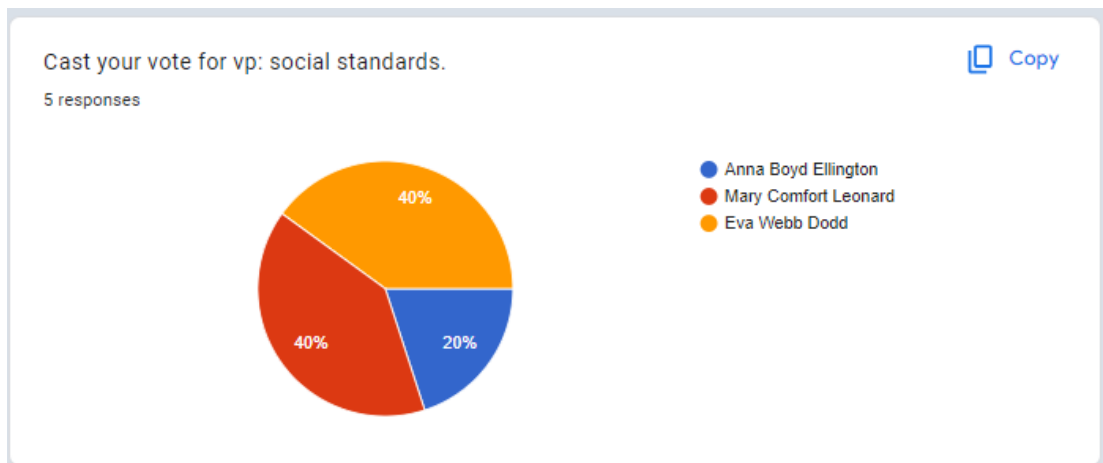
Preparing Multiple Forms

Since each officer role will be voted on a separate form, you will need to prepare multiple forms in advance of the Elections chapter meeting. To quickly duplicate one form:

1. Select the three stacked dots in the top-right of your screen.
2. Click "Make a copy."
3. Create a title for your new form. Consider labeling each form by officer title for easy access during the Elections meeting.
4. Find the newly-created form in your Google Drive and update the candidates for that position.
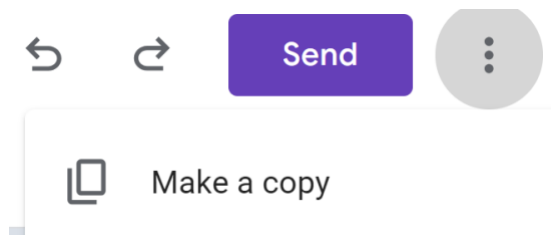
Runoffs

A candidate must receive more than 50% of the votes to be elected to a position. In the event that no candidate receives at least 50% of the votes, a new voting form will be sent out with the two candidates who received the most votes. In this example, no candidate received more than 50% of the votes. The two candidates who received the most votes, Mary and Eva, will be on the runoff ballot.

Cast your vote for vp: social standards.
5 responses

- ● Anna Boyd Ellington
- ● Mary Comfort Leonard
- ● Eva Webb Dodd

40%
40%
20%

Copy

In order to create the runoff ballot:

1. Use the instructions from "Preparing Multiple Forms" to duplicate the form for this officer position.
2. In the runoff form, delete all candidates except the two who received the most votes by clicking the **X** next to their name.

○ Anna Boyd Ellington

○ Mary Comfort Leonard

Remove

3. Use the instructions from "Distributing a Form" to share the new runoff form with the chapter.

Members Running for Multiple Roles

If a member is elected to a position earlier on in the process (i.e. chapter president, vp: social standards) and is also running for positions later on (i.e. vp: membership, vp: Foundation), be sure and update the forms accordingly before distributing.

For example, Anna Boyd Ellington was elected as chapter president but also was on the ballot for vp: Panhellenic and Honor Board member-at-large. Chapter president should delete her from those ballots immediately prior to sharing with chapter.

The cleanest, most efficient way to do this is for president or ATC to make a list of the newly elected officers as they are being elected and keep it handy. That way there's no guessing or trying to remember who was elected as you get further into the process.

Before sending each form, double check that all candidates listed still are eligible to run for that position, i.e. haven't been elected to any other roles.

USING GOOGLE FORMS TO ELECT ELECTIONS COMMITTEE MEMBERS AT-LARGE

For electing members-at large to Elections Committee (4-8 weeks prior to Elections), chapters may determine the details of their process in their BLSR and refer to the Elections Handbook for some ideas/an example.

Chapters should also refer to the Election Handbook for how many at-large members they elect, per their chapter size.

If the chapter wants to use Google Forms to vote on their at-large members, they may use a similar template as in the Elections Voting Procedure.

If chapters collect nominations for at-large members from the floor, the Google Form can be created in real time (during the chapter meeting), as members nominate themselves/other members for Elections Committee at-large. The form can be immediately distributed to members via a GroupMe, Flare, or other chapter messaging function.