Voting Program Instructions

Overview

The voting program allows you to create voting sessions for your State Council, Youth Boards, Evangelism Boards, etc. Votes are manually entered and validated against the ministers ranking and eligibility. The system calculates who is elected by at least 50%+1 and displays the results so that subsequent voting sessions for each election can be conducted.

Setting Access to the Voting Program

A system administrator will need to go into User Management under the File menu and give access to those who can setup the voting program and/or enter votes. This access is on the Other tab of the User Management access profile record.

Joers.		User Mem Cont Acct	Payroll Br	d Utilities Other		
Name Master Melody Nan Huskamp	Last Login Never logged in Never logged in Never logged in	Record Type Church	View	Add/Change/Delete	Print	^
Sandy Black Sherrie Jordan Suran Terry Padgett	Never logged in Never logged in SEP 24 2008 5:55 AM	Treasurer Report Minister Report	2		2	
Fony Padgett Jntitled User	AUG 12 2007 9:02 PM Never logged in	Girls Club Report	•		2	
Access Settings:	nelliove oser	User can enter in vol	ing setup tes			
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All functions of the voting program are found on the Program Menu under Voting Program.

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Voting Program	•	Enter votes
Accounting	•	Summary
<u>P</u> ayroll	•	Set Up Boards
Event <u>R</u> egistration	•	Set Up Elegible Ministers

Set up Boards

Board	Number of Pos	sitions Verify F	lank
X State Council Member	✓ 12	Ordained Bishop	~
🗶 Evangelism Board Member	7	*n/a*	~
			_

On this window you setup the various Boards for which you will be voting. The various boards will need to be established in CDM+ as some type of Group. If you do not have a board defined in CDM+ you can go to the Master Coding System under the File menu and from the Group tab create them.

- 1) Select the Group Type that contains the Boards to be voted on.
- 2) Click on the Add button and from the drop down select a board.
- 3) Enter in the total number of positions needed to be elected.
- 4) If only certain rank of persons can be elected identify that under the Verify Rank column.
- 5) If you have several boards that will be elected at the meeting continue with steps 1-4.
- 6) When finished click on Save or Close and Save.

Set Up Eligible Ministers

Initial Setup

Session Setup	⊙ Initial Setup	Minister of Non-Licen: Ordained E	Music 🔺 (sed Bishop 📄 (Minister 🗸 (Load Sele Set Voting Num Set Voting Num	cted Ranks nber as Min File # ber as Sequence
* Name	Rank	Min File #	Voting #	Begin Term	End Term
Stoney Abercrombie	Ordained Minister	58934	1		
Frank Russell Addis	Ordained Bishop	36725	2		
John Lloyd Aiton	Ordained Minister	43019	5		
Nasser Habib Alawi	Ordained Bishop	41218	6		
Chad Albertson	Ordained Bishop	48503	7		
Charles Edwin Allen	Ordained Bishop	31299	8		
James Edward Allen	Ordained Bishop	10771	9		
John G. Allensworth	Ordained Minister	58282	10		
Roger Joel Allison	Ordained Bishop	28892	11		
Eddie Talmadge Altman	Ordained Minister	20148	12		
Ken Anderson	Ordained Bishop	36726	13		
Stephen Anderson	Ordained Minister	55511	14		
Steve Larry Anderson	Ordained Dishop	23292	15		
Clauart Andorson	Ordainad Rishon	04010	10		<u> </u>

When you first come into this window click on Initial setup and choose the Ministerial ranks for those ministers that can be elected to any of the boards that you will be voting for. Then click on Load Selected Ranks to display all active ministers in CDM+ with those rankings. Next, click on either Set Voting Number as Min File # or Set Voting Number as Sequence. The Voting number is what is used during the actual voting for names to be nominated. If on the list you see names that you need to make Ineligible you can click on the checkbox next to their name. Click on Save when done. NOTE: this routine sets on each minister's Individual record a flag for Eligible for Voting and the Voting number.

🗖 Individua	l Records					
<u>I</u> €	Find records where	Eligible for electi 🔽	equal to	ONo ⊙Y	es 🔽	Find
Print	First Name	Individual Last Na	a Rank	City	Church	Advanced Find
Options Grid	Aaron Hussell Adam L. Alger P. Allan Allen	Miles Wright Galloway Black McKee	Urdaned Bishop Ordained Bishop Ordained Bishop Ordained Bishop Ordained Bishop	Cheraw Florence Gaffney Marion Mauldin	Cheraw, Cheraw Florence, Florence Gaffney, Gaffney Marion, Marion Greenville, Greenville	More Results Show All
эри	Alton L Alvin Leonard Andrew	Stone Wilson Baxley	Ordained Bishop Ordained Bishop Ordained Minister	Union Seneca Greenville	Union, Union Easley, Easley Piedmont, Powdersvil	607 results
Name Phones. Mini Ministe	/E-Mail Personal Pers ister File #: 16393 r Voting #: 553 V Eligible for election	conal 2 Education Mi	iri Irifu Church Photo Rank: Ordained E/C: aling Date: Degrees:	s Groups Other Info Bishop Start Reports:	mation Visits/Attend. Even	ts Notices
Code	Do Not Print:		Schools: Other: Notes:	~	Remarks:	
Add	电 Multi-Add Char	nge Delete	Address Givir	g Unit	Register	X Cancel Save

Last minute adjustments to eligibility or voting number can be made on the individual record as needed. These fields are also available for query and reporting from the Membership part of CDM+. Print options of these lists are also available from the Set Up Eligible Ministers Window.

Setup Up Eligible Ministers for each Board

After the initial setup is completed click on the button Session Setup and choose a board. If a board can only consist of certain ranks then only those ranks will be displayed.

State Council Member (1) * Name Rank. Min File # Voting # Begin Term End Term Vallace Lee King Ordained Bishop 18611 462	Session Setup	🔵 Initial Setup)				
Name Rank Min File # Voting # Begin Term End Term Wallace Lee King Ordained Bishop 18611 462	State Council Member (1)	×					
Wallace Lee King Ordained Bishop 18611 462 Image: Constraint of the state of the st	Name	Rank	Min File #	Voting #	Begin Term	End Term	
Clyde Franklin Knight Ordained Bishop 12587 485 Image: Clyde Franklin Knight Charles Lafoy Ordained Bishop 22031 463 Image: Clyde Franklin Knight Randall Jeb Lambert Ordained Bishop 12573 470 Image: Clyde Franklin Knight Gene Anderson Land Ordained Bishop 24487 471 Image: Clyde Franklin Knight Jerarella John Larke Ordained Bishop 18738 474 Image: Clyde Franklin Knight Douglas M Laughridge Ordained Bishop 18798 477 Image: Clyde Franklin Knight Dennis Anthony Lear Ordained Bishop 2615 479 SEP 1 2004 AUG 31 200 Charles Ledford Ordained Bishop 29212 481 Image: Clyde Franklin Knight Image: Clyde Franklin Knight Marvin Jurior Lee Ordained Bishop 59832 484 Image: Clyde Franklin Knight] Wallace Lee King	Ordained Bishop	18611	462			Ī
Charles Lafoy Ordained Bishop 22031 469 Image: Charles Lafoy Rendall Jeb Lambert Ordained Bishop 12573 470 Image: Charles Lafoy Gene Anderson Land Ordained Bishop 2487 471 Image: Charles Lafoy Jerrale John Larke Ordained Bishop 2487 471 Image: Charles Lafoy Douglas M Laughridge Ordained Bishop 18798 477 Image: Charles Lafoy Dennis Anthony Lear Ordained Bishop 24843 478 Image: Charles Lafoy AUG 31 200 Charles Ledford Ordained Bishop 29212 481 Image: Charles Lafoy AUG 31 200 Marvin Junior Lee Ordained Bishop 2931 482 Image: Charles Lafoy Image: Charles Lafoy Ronald E. Lee Ordained Bishop 59832 484 Image: Charles Lafoy Image: Charles Lafoy	Clyde Franklin Knight	Ordained Bishop	13587	465			1
Randall Jeb Lambert Ordained Bishop 12573 470 Gene Anderson Land Ordained Bishop 24487 471 Jerale John Larke Ordained Bishop 21373 474 Douglas M Laughridge Ordained Bishop 21373 474 Douglas M Laughridge Ordained Bishop 18798 477 Dennis Anthony Lear Ordained Bishop 2615 479 SEP1 2004 AUG 31 200 Chales Ledford Ordained Bishop 2812 481 Marvin Junio Lee Ordained Bishop 19913 482 Ronald E. Lee Ordained Bishop 59832 484	Charles Lafoy	Ordained Bishop	22031	469			
Gene Anderson Land Ordained Bishop 24487 471 Jeralle John Larke Ordained Bishop 21373 474 Douglas M Laughridge Ordained Bishop 18798 477 Dennis Anthony Lear Ordained Bishop 24894 478 Vernon R A LeBuhn Ordained Bishop 26615 479 SEP1 2004 AUG 31 200 Charles Ledford Ordained Bishop 23212 481 Marvin Junior Lee Ordained Bishop 19913 482	Randall Jeb Lambert	Ordained Bishop	12573	470			
□ Jerralle John Larke Ordained Bishop 21373 474 ▲ □ Douglas M Laughridge Ordained Bishop 18798 477 ▲ □ Dennis Anthony Lear Ordained Bishop 24849 478 ▲ ☑ Vernon R A LeBuhn Ordained Bishop 20615 479 SEP 1 2004 AUG 31 200 □ Charles Ledford Ordained Bishop 29212 481 ▲ □ Mavin Junior Lee Ordained Bishop 19913 482 ▲	Gene Anderson Land	Ordained Bishop	24487	471			
□ Douglas M Laughridge Ordained Bishop 18798 477 □ Denris Anthony Lear Ordained Bishop 24849 478 ☑ Vernon R A LeBuhn Ordained Bishop 20615 479 SEP 1 2004 AUG 31 200 □ Charles Ledford Ordained Bishop 29212 481 □ Mavin Junior Lee Ordained Bishop 19913 482	Jerralle John Larke	Ordained Bishop	21373	474			
Dennis Anthony Lear Ordained Bishop 24849 478 Ø Vernon R A LeBuhn Ordained Bishop 20615 479 SEP 1 2004 AUG 31 200 Charles Ledford Ordained Bishop 29212 481 Marvin Jurior Lee Ordained Bishop 19913 482 Ronald E. Lee Ordained Bishop 59832 484	Douglas M Laughridge	Ordained Bishop	18798	477			
Vernon R A LeBuhn Ordained Bishop 20615 479 SEP 1 2004 AUG 31 200 Chates Ledford Ordained Bishop 23212 481 Marvin Junior Lee Ordained Bishop 19913 482 Ronald E. Lee Ordained Bishop 59322 484	Dennis Anthony Lear	Ordained Bishop	24849	478			1
Charles Ledford Ordained Bishop 29212 481 Marvin Junior Lee Ordained Bishop 19913 482 Ronald E. Lee Ordained Bishop 59832 484	Vernon R A LeBuhn	Ordained Bishop	20615	479	SEP 1 2004	AUG 31 2008	-
Marvin Junior Lee Ordained Bishop 19913 482 Ronald E. Lee Ordained Bishop 59832 484	Charles Ledford	Ordained Bishop	29212	481			
Ronald E. Lee Ordained Bishop 59832 484	Marvin Junior Lee	Ordained Bishop	19913	482			
	Ronald E. Lee	Ordained Bishop	59832	484			
Samuel Pickens Leroy Ordained Bishop 9667 487	Samuel Pickens Leroy	Ordained Bishop	9667	487			٦,
Exarl Dising Lawin Ordained Dishan 27759 499	Econtr Plaine Louis	Ordainad Rishan	27259	100			1

Using the detailed tracking feature of CDM+ if a person has been on this board it will display their terms on this board. For those ministers who cannot be elected to a board

because they have served too many terms then you can click the checkbox next to their name so that they will be ineligible to be elected on that board this year. When done click on Save and go to the next board to setup eligible ministers for that Voting Session. You can print reports of eligible ministers from this window. NOTE: To learn more about Detail tracking in CDM+ go to the Membership Manual and Master Coding System Manuals from the Support menu.

Session		Vote	Invalid Number	Ineligible Min	ister
State Council Member (1)	*	70		X	
Processed		72			
0		86			_
		90			
		92			
Record Bad Vote Ballot		1		×	
		77			
		88			
		68			
		999	×		
		67			
		84			

Enter Votes

Select the Session from the drop down for the ballots that were cast. Enter in the votes and press tab or the enter key on the numeric keyboard to move to the next box. When done the ballot will be displayed and a new blank list of boxes will be displayed. When done entering all ballots click on Finished. The number of ballots entered will be displayed in the Processed box. If more votes were cast on a ballot than should have been then the complete ballot can be recorded as a Bad Ballot by clicking on the Record Bad Vote Ballot button.

Voting Summary

Session						Hide Invalid Votes
State Council Member (1) 🛛 💌	Voting #	Minister	# of Votes	Invalid #	Ineligible Min	Flag Staus
"" Closed	90	James Edward Brewer	5			Elected
Ballots	88	Kenneth Lee Brazell	5			Elected
Valid Ballots: 5	179	Terry E. Collins	4			Elected
Invalid Ballots. 0	2	Frank Russell Addis	3			Elected
Total Number of Ballots: 5	182	George Levi Cooper	3			Elected
	92	Thomas Wilton Bridges	3			Elected
Votes	86	Billy Ervin Bowman	2			
Valid Votes: 54	181	Billy F. Connally	2			
Invalid Min Number: 3	586	Daniel L Nash	2			
Ineligible Minister: 3	176	Garlon Eugene Collins	2			
<u></u>	84	Houston C. Blancett	2			
Total Number of Votes: 60	588	Joey Edward Nelms	2			
Needed To Nominate: 3	180	Vincent D L Collins	2			
	72	Allan Black	1			
	77	Charlie Preston Blackstock	1			
	583	Daniel A Murray	1			
Close Session	188	David Allen Cox	1			1
		king as kingled	makable ter ner	it accours		loor king
		riag as ciecteu	ineligible for he	A SESSION		jeai riay

From the Session drop down select the Board session completed and the results of that voting session will be displayed. Those receiving votes will be listed in order of votes received. Those who received enough votes to be nominated will be flagged as elected. Those receiving votes that were ineligible will be listed at the end of the list.

Changing flag status

Highlight a name and click on the appropriate button on the bottom to change either the Ineligible status and elected status. For example, if not enough ministers were elected to fill the board then you can limit those who are eligible (received x number of votes) for the next voting session by selecting their names and marking them ineligible. You can click and drag across a list of names before clicking on the Flag as ineligible for next session.

Closing the voting session

Click on Close Session to finish the voting and setup the next voting session for that board. Subsequent voting sessions will only recognize as valid votes those that were nominated from previous sessions and not marked as Ineligible. When a session is closed you can control the eligible list by going to the Setup Boards window and click on the voting session from the drop down menu. Subsequent voting sessions will be identified with an appropriate number next to it.

Session Setup	🔿 Initial Setu	D				
State Council Member (2)	V	-				
Show Closed						
× Name	Bank	Min File #	Votina #	Begin Term	EndTerm	-
William Marck Revell	Ordained Bishop	20077	67	bogarroam		
Johnny Harold Bingham	Ordained Bishop	22102	69			-1
Allan Black	Ordained Bishop	32436	72			-
Charlie Preston Blackstock	Ordained Bishop	10830	77			-
Paul Franklin Blackstock	Ordained Bishop	22608	80			-
Houston C Blancett	Ordained Bishop	12297	84			-
Billy Ervin Bowman	Ordained Bishop	12245	86			-
James Powell Chappell	Ordained Bishop	28882	159			-4
	Ordained Bishop	37151	171			-
Garlon Eugene Collins	Ordained Bishop	17384	176			-
Vincent D L Collins	Ordained Bishop	38493	180			-
	Ordained Bishop	26843	181			-
David Allen Cas	Ordained Bishop	30555	188			-
P Eduio Morrio	Ordained Pishon	17259	575			-
						_

Printing the voting results

ummary Repo	rt Preview Report Options			
		Vata Summani		Refresh
	So	uth Carolina Church of God Office		
Office		Decitione Socci	on Number	_
State Coun	cil Member	12 1	on Number	
Ballots		Votes		
Valid Dallo	ots: 5	Valid Votes:	54	
Invalid Ba	llots: 0	Invalid Min Number:	3	
Total # of l	Ballots: 6	Ineligible Minister:	3	
TULAI # UTI	Dalluis. J	Total Number of Votes:	60	
		Votes Needed to Nominate:	з	
Voting #	Name	Votes		-
90	James Edward Brewer	5	Elected	
88	Kenneth Lee Brazell	5	Elected	
179	Terry E. Collins	4	Elected	
2	Frank Russell Addis	3	Elected	
182	George Levi Cooper	3	Elected	
92	I nomas wiiton Bridges	3	Elected	
00	Billy Erviri Bowman	2		
686	Daniel I. Nach	2		
176	Garlon Fugene Collins	2		
84	Houston C Blancett	2		
588	Joey Edward Nelms	2		
180	Vincent D L Collins	2		
72	Allan Black	1		
77	Charlie Preston Blackstock	1		
583	Daniel A Murray	1		~
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The report will display the results of the voting with those elected listed at the top. Before printing the summary you may wish to not show invalid votes. Click on the Hide Invalid Votes checkbox on the summary tab before printing.

Voting Summary		
Summary Report Preview Report Options		
Session		✓ Hide Invalid Votes
State Council Member (1)	Voting # Minister	# of Votes Invalid # Ineligible Min Flag Staus

Displaying results to the ministers

	Select Report L	Destination	^
Office State Coun Sallots Valid Ballo Invalid Ba Total # of I	il Member	Printer Report File Text File Clipboard	
		Votes Needed to Nominate: 3	
/otina #	Name	Votes	
00	Jamas Eduard Drawsr		_
88	Kenneth Lee Brazell	5 Elected	
179	Terry E. Collins	4 Elected	
2	Frank Russell Addis	3 Elected	
182	George Levi Cooper	3 Elected	
92	Thomas Wilton Bridges	3 Elected	
86	Billy Ervin Bowman	2	
181	Billy F. Connally Depiel L Neeb	2	
080	Carlon Eugono Colline	2	
17.0	Houston C Blancett	2	
84	Joev Edward Neims	2	
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84 588 180	Vincent D L Collins		
84 588 180 72	Vincent D L Collins Allan Black	1	
84 588 180 72 77	Vincent D L Collins Allan Black Charlie Preston Blackstock	1	
84 588 180 72	Vincent D L Collins Allan Black	1	

Click on the Print Summary button to get a full report of the results. If CDM+ is available on the computer that is connected to a projector you can print the report to the screen to be viewed. If you own Enhanced Notices then you can also print the report to a pdf document and then displayed.