

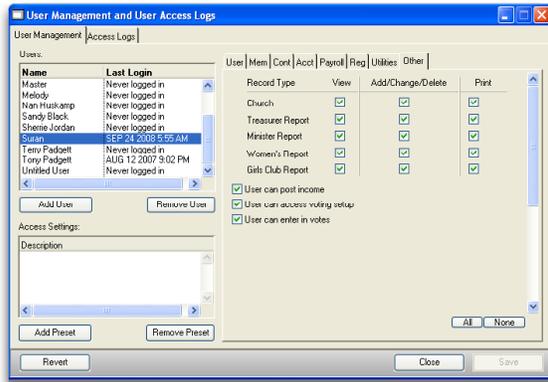
Voting Program Instructions

Overview

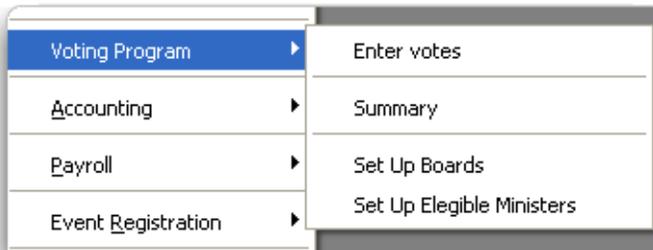
The voting program allows you to create voting sessions for your State Council, Youth Boards, Evangelism Boards, etc. Votes are manually entered and validated against the ministers ranking and eligibility. The system calculates who is elected by at least 50%+1 and displays the results so that subsequent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



All functions of the voting program are found on the Program Menu under Voting Program.



Set up Boards

The screenshot shows a window titled "Voting Setup" with a "Group Type" dropdown set to "Rosters". Below is a table with three columns: "Board", "Number of Positions", and "Verify Rank".

Board	Number of Positions	Verify Rank
<input checked="" type="checkbox"/> State Council Member	12	Ordained Bishop
<input checked="" type="checkbox"/> Evangelism Board Member	7	n/a

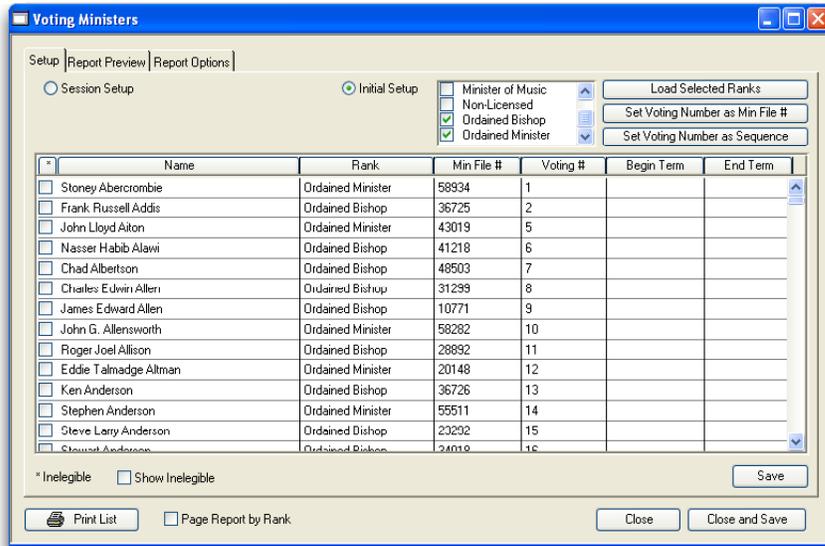
At the bottom of the window are buttons for "Add", "Clear All", "Close", "Close and Save", and "Save".

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.

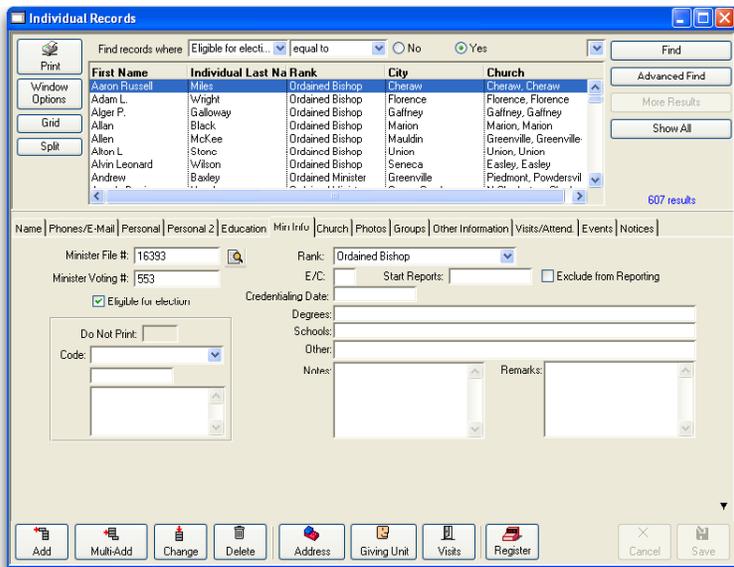
- 1) Select the Group Type that contains the Boards to be voted on.
- 2) Click on the Add button and from the drop down select a board.
- 3) Enter in the total number of positions needed to be elected.
- 4) If only certain rank of persons can be elected identify that under the Verify Rank column.
- 5) 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



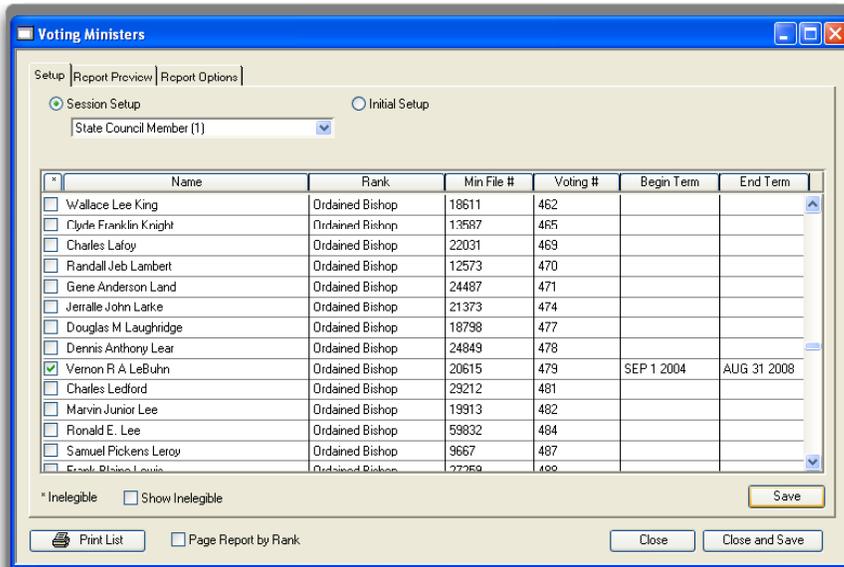
When you first come into this window click on Initial setup and choose the Ministerial ranks for those ministers that can be elected to any of the boards that you will be voting for. Then click on Load Selected Ranks to display all active ministers in CDM+ with those rankings. Next, click on either Set 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.



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.



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

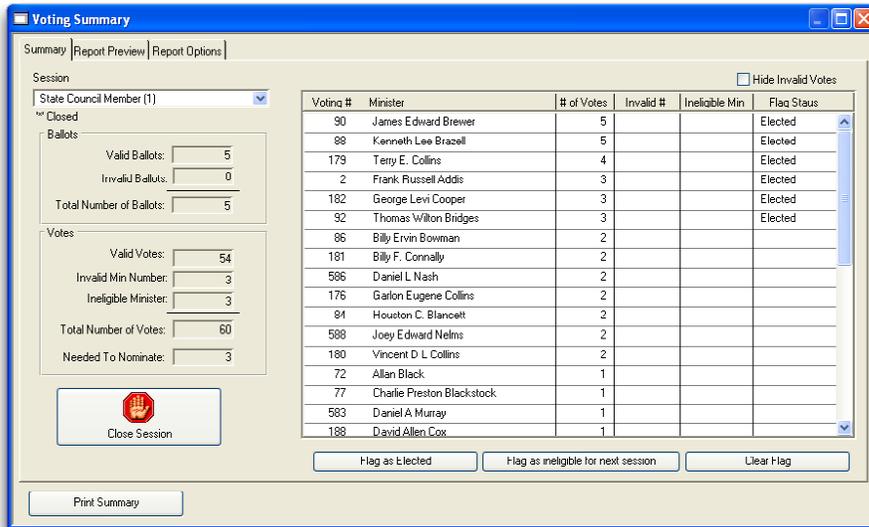
because they have served too many terms then you can click the checkbox next to their name so that they will be ineligible to be elected on that board this year. When done click on Save and go to the next board to setup eligible ministers for that Voting Session. You can print reports of eligible ministers 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.

Enter Votes

Vote	Invalid Number	Ineligible Minister
70		X
72		
86		
90		
92		
1		X
77		
88		
68		
999	X	
67		
84		

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



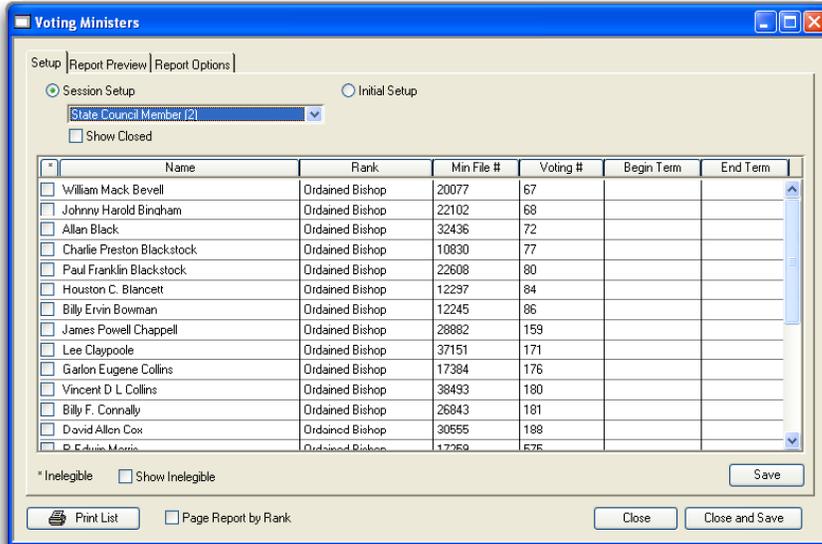
From the Session drop down select the Board session completed and the results of that voting session will be displayed. Those receiving votes will be listed in order of votes received. Those who received enough votes to be nominated will be flagged as elected. Those receiving votes that were ineligible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

Changing flag status

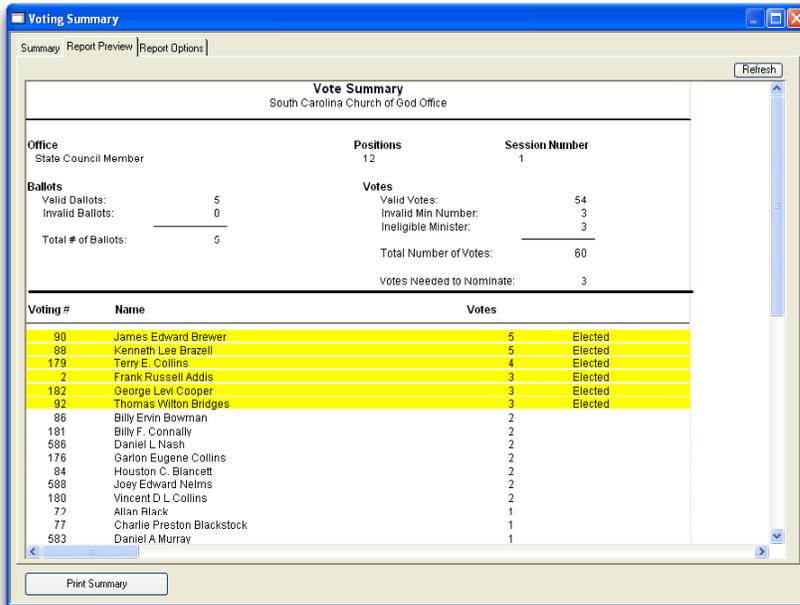
Highlight a name and click on the appropriate button on the bottom to change either the Ineligible status and elected status. For example, if not enough ministers were elected to fill the board then you can limit those who are eligible (received x number of votes) for the next voting session by selecting 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.



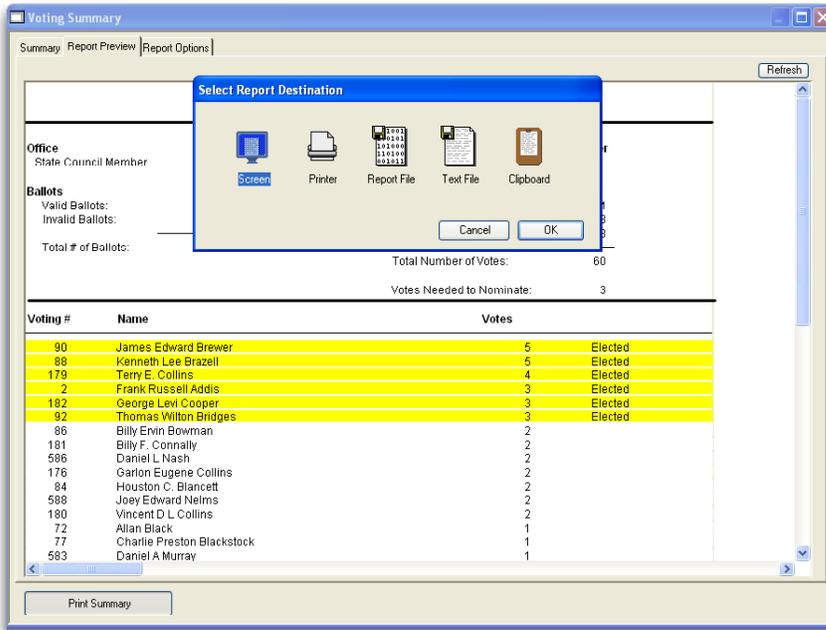
Printing the voting results



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.



Displaying results to the ministers



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.