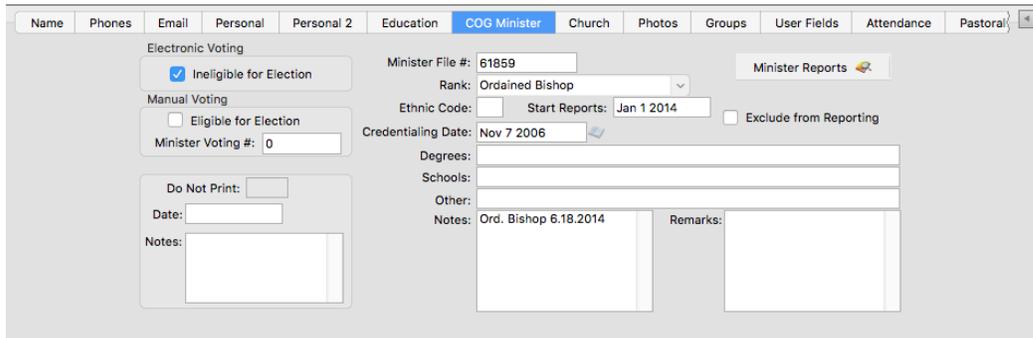## Electronic Voting Preparation Instructions

Suran Systems, Inc. has developed an electronic voting solution that pulls data directly from your CDM+ database. A few days before arrival Suran will download a copy of your database to the server that will be used on-site for the voting sessions. Prior to downloading a copy of your data it is important for any ministers who are **ineligible to be elected to any board** be marked in CDM+. On the COG Minister tab in Individual records there is a checkbox to indicate this status.



Typically, this list will be those individuals who cannot be elected due to non-reporting and ministers who are on staff at the state office. **Do not mark** an individual who cannot be elected to a specific board due to tenure.

After arrival and during setup the Suran representative will create the boards for election. The representative will need to know the name of the board, number of positions to be elected, number of alternatives (and how they are chosen), rank restrictions for the board and a list of those ministers who cannot be elected due to tenure.

Please note that it is easy to make any last minute adjustments to the voting setup, but these must be done by the representative on-site and not in your current database. When it is time to vote the system will validate anyone who can cast a vote based on their status in CDM+ as a Minister and Do Not Print is not checked. If Do Not Print is checked on an individual's record that person will not be able to cast a vote. Each minister casting a vote will need to enter in their Ministerial file number on the voting device. Once they have logged in the names of only those ministers who have been setup for the board being elected will be displayed on the device for each session. Minister's casting votes will not need to know the file numbers of ministers for whom they want elect. They will simply select the name from the list of eligible ministers.

## During the voting session

The Administrative Bishop will announce when voting is open and closed. The Suran representative will signal when the vote is available to be opened. Here is a suggested script that the bishop may use.

Voting for *(insert board to be elected)* is now open. Enter in your ministerial file number and vote for *(insert number of positions to be elected)* at this time. We will wait until

everyone has voted before closing the voting session. If you have any problems with the device raise your hand and someone will come and assist you.

After everyone has voted the Administrative Bishop will announce:

Voting for *(insert board to be elected)* is now closed. We will wait for the teller's report.