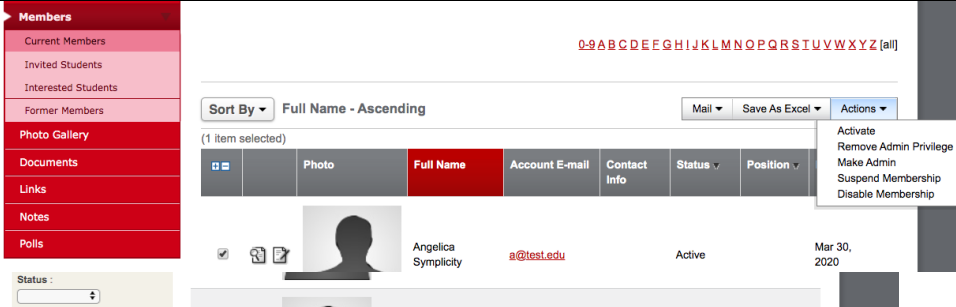
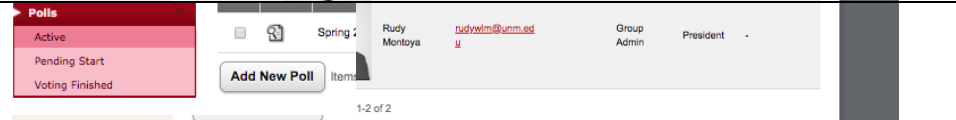
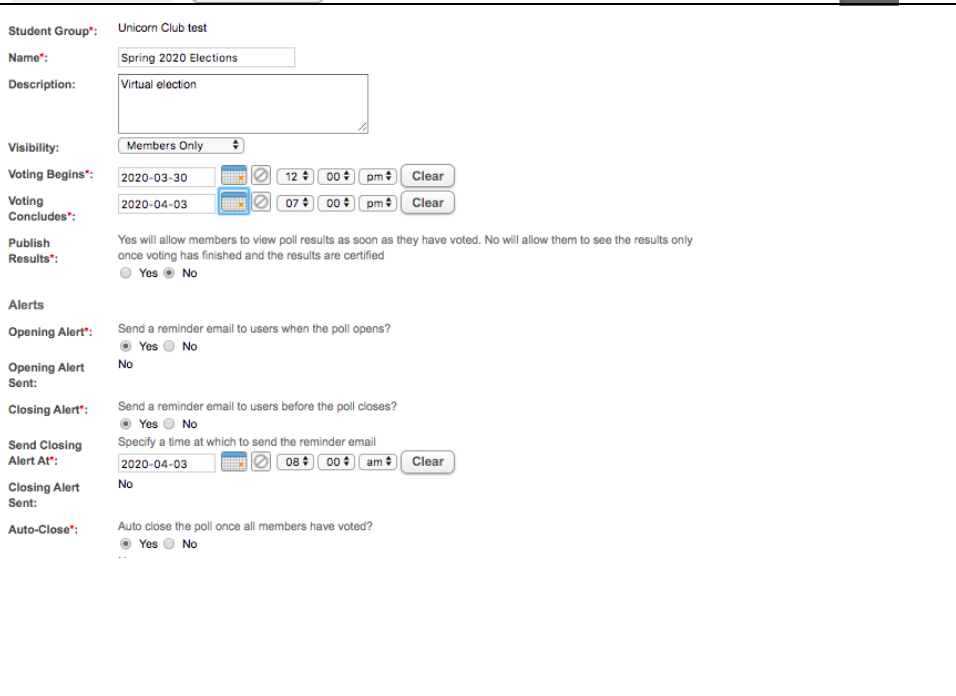
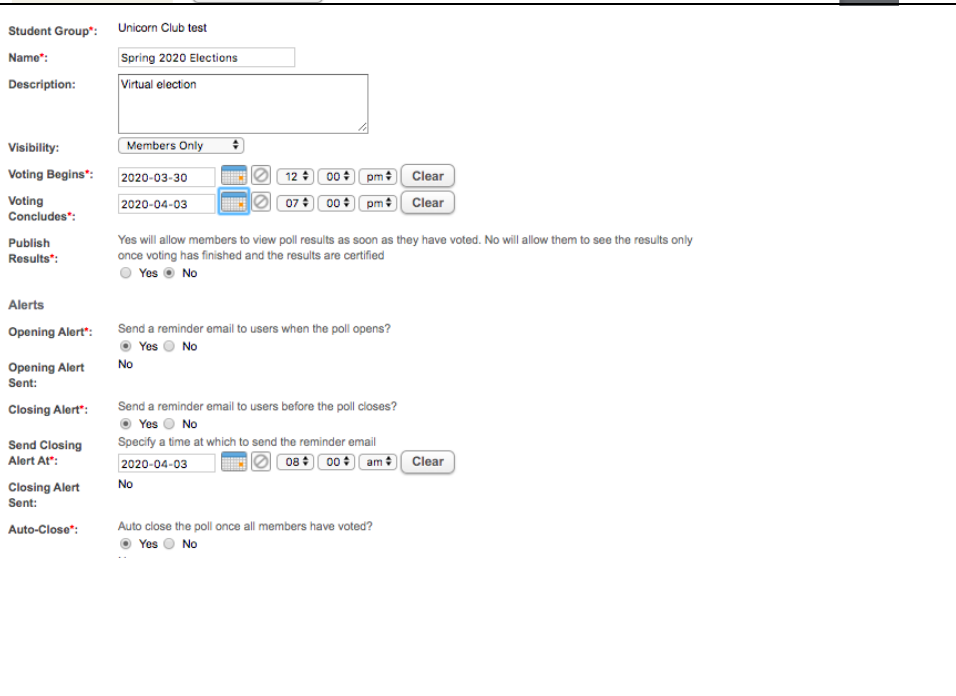


## Setting up an online election

To access these features, you must be designated as a “group admin” for your club. If you are not a group admin, ask the current admin to update your permissions. To login to the chartering system go to [sac.unm.edu](http://sac.unm.edu) --> student organizations --> charter system login or [click here](#).

<p><b>1) Update membership roster</b></p> <p>Add all current members in the members tab.</p>	
<p><b>2) Remove former members</b></p> <p>Check the box next to a name, then under “actions” select “disable membership”. This moves the person to the former members list.</p>	
<p><b>3) Set up a new poll</b></p> <p>Click “polls” then “active” then “add new poll.”</p>	
<p><b>4) Configure the poll</b></p> <p>Set your voting period using the date picker.</p> <p>Set the voting group to “members.” If someone is ineligible to vote you should temporarily move them to the former members list.</p> <p>Set alerts to send an email message to all members with reminders when the poll is open and when it is closing soon.</p>	

## 5) Add your election questions

Select “add poll question” and enter the position title. Enter candidates in “options”, hit enter between each name to make separate entries.

Enter “1” in “# of selections allowed” this gives each member one vote per position; if write ins are acceptable under your group’s constitution, enter “1.”

Add additional questions and put them in order. Using the “order” field, enter “1” for the question you want to appear first, “2” for second, etc. Hit “submit” to publish the poll, it will go live at the scheduled time.

Question\*: President

Options\*: Enter one option per line  
Stavie Wonder  
Ois Redding  
Sam Cook  
Buddy Holly

# of Allowed Selections\*: 1

# of Allowed Writeins\*: 0

# of Required Selections\*: 1

Order\*: 1

Buttons: Add Poll Question, Delete

Question\*: Vice President

Options\*: Enter one option per line  
Lucinda Williams  
John Prine  
Emmylou Harris

# of Allowed Selections\*: 1

# of Allowed Writeins\*: 0

# of Required Selections\*: 1

Order\*: 2

Buttons: Add Poll Question, Delete

## 6) Certify results

When voting ends, navigate to the polls menu and click “voting finished.” Check the box next to the poll, then under “actions” select “certify” poll. This will display the vote counts.

Documents

Links

Notes

**Polls**

- Active
- Pending Start
- Voting Finished

Sort By: Voting Begins - Ascending

Save As Excel | Actions

(1 item selected)

Name	Voting Begins	Voting Concludes
Spring 2020 Elections	Mar 30 2020, 12:00 pm	Apr 3 2020, 7:00 pm

Buttons: Add New Poll, Certify Results, Decertify Results

Items 1-1 of 1

## Tips for successful online elections

**Check the constitution** – read your constitution before planning elections, make sure you’re following the procedure outlined in the constitution. If the current voting method cannot be done digitally, hold an emergency meeting to pass an amendment allowing for online voting and campaigning.

**Advertise** – get the word out on email, social media, etc. This helps build awareness and allows people to express interest in running for open positions. If there are deadlines to run for an officer position or important voting dates make sure to share those with members.

**Share candidate information** – allow each candidate to explain why they think they’re the best fit for the role (personal statement, Q & A session, video, etc.)


**Certify and share results** – make a formal announcement about winners or, if there is a tie, share information about what happens next to break the tie.

**Keep your advisor in the loop** – send them the election results and contact information for new officer. Set up a virtual introductions.

**Plan for transition** – have each officer write a short transition manual explaining the essential function of their position. Set up meetings between incoming and outgoing officer to review the manual and ask questions.


## How to vote online

- 1) If applicable, review candidates campaign materials (videos, personal statements, etc.) before voting
- 2) Login on the charter system, follow the link in the election reminder email or [click here](#).
- 3) Look for the polls section on the right side of your home page. Select your candidate then hit "Submit."




**test election**  
POLL CLOSING  
Please vote before the voting concludes **Mar 23 2020, 5:00 pm!**  
[view poll](#) Mar 23, 2020, 2:01 pm

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**test election**  
NEW POLL  
Please vote before **Mar 23 2020, 5:00 pm!**  
[view poll](#) Mar 23, 2020, 12:01 pm



**My Polls**

**Spring 2020 Elections**  
Virtual election  
President  
Make 1 selection

- Stevie Wonder
- Otis Redding
- Sam Cook
- Buddy Holly

Vice President  
Make 1 selection

- Lucinda Williams
- John Prine
- Emmylou Harris