



Kiwanis®

Electronic Voting Guidelines for Annual Club Elections

2020 special edition related to COVID-19 precautions

1. The Kiwanis International Bylaws allows the use of electronic balloting for club elections. This is reflected in Policy E.6 of the Standard Form for Club Bylaws:

E. Officers and Directors Election Process

6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy. Consult Kiwanis International for guidelines.

Those additional guidelines are stated below.

2. If your club does not have multiple candidates for any office.

If your club does not have multiple candidates for any office, the club president or secretary may send an email to members declaring that, in the absence of other candidates and without objection, they are casting the unanimous ballot for (X person) for (Y office), similar to the process used if your club were meeting in person. However, if a club has multiple candidates for one or more offices and if your club is temporarily not meeting at this time due to COVID-19 precautions, the club may conduct its elections one of two ways:

- A. By use of a written mail-in ballot.
- B. By use of an online voting application.

3. Using an online voting application

If your club has multiple candidates for one or more offices and decides to conduct the elections electronically, *it is important that a secure and reliable electronic voting application be used.* Several such apps are available which are also easy to administer and operate, such as [surveymonkey.com](https://www.surveymonkey.com), [electionbuddy.com](https://www.electionbuddy.com), [electionrunner.com](https://www.electionrunner.com) and [simplyvoting.com](https://www.simplyvoting.com). Most apps do charge a small fee. Another voting application may be used but it should include the following features that are critical for success and confidentiality:

- Each member must have a unique method of logging into the web site so that only club members may cast votes.
- The system must have a means to track who has cast a vote and not permit any member to cast more than one vote. However, the details of each individual vote should be hidden from club administrators so voting is anonymous and confidential.
- The system must allow voters to choose among multiple candidates for each contested office.
- The system must allow voting to start and end at specific times.
- The system must provide the club with a report of the results.

Note: Some clubs may wish to use email to conduct contested elections. While a club may see this as easy, *email balloting for contested elections is strongly discouraged because it does not*

allow members to cast their votes anonymously and may affect the election results. Likewise, if your club is using Zoom or another online application to meet right now, it may be tempting to take the votes live during a meeting. If this is what your club normally does at a regular meeting, this may be fine. But if your club normally uses secret ballots for elections, an online voting application such as those recommended above would be a better option.

4. Determining when the polls will be open (when voting may occur).

The club board* must determine what day(s) and time(s) the polls will open and close – that is: during what period electronic voting will be allowed. It should be one continuous period. (For instance, for a 24-hour period from 9 a.m. on April 3 through 8:59 a.m. on April 4, rather than 9 a.m.-5 p.m. on April 3 and April 4.)

*If the club has a nominating committee or elections committee, the club board may delegate this decision to that group.

5. What to do about candidates from the floor.

The Standard Form for Club Bylaws Section 5.1 provides that “Each officer and director (and nominees for same) must be a member in good standing with this club. Any qualified, consenting member may be nominated either in advance *or from the floor*, according to club policy.” To accommodate nominations from the floor, the club should set a final announcement deadline 1-2 days in advance of when it plans to mail written ballots or begin electronic voting. Online election systems can be adjusted quickly and easily to accommodate floor candidates.

6. Follow the other provisions in Policy E to complete the election process.

A complete copy of election provisions from the Standard Form for Club Bylaws is shown on pages 3-4. Consult your club’s specific bylaws if you have adopted any adjustments to Policy E.6.

7. Designate someone to assist club members with the voting process.

A person(s) should be designated for club members to contact if they need assistance with the electronic voting process. That person’s contact information and hours of availability should also be shared.

8. Additional questions?

If you have additional questions about electronic voting, contact Kiwanis International Member Services: memberservices@kiwans.org or 317-875-8755 (or 800-549-2647), ext. 203.

STANDARD FORM FOR CLUB BYLAWS (excerpts)

ARTICLE 5. ELECTIONS AND VACANCIES

- 5.1 Each officer and director (and nominees for same) must be a member in good standing with this club. Any qualified, consenting member may be nominated either in advance or from the floor, according to club policy.
- 5.2 The immediate past president is the most recent president willing and able to serve. The secretary may be either appointed or elected, as provided in club policy. All other officers and directors, including the secretary unless he/she is appointed, will be elected at the club's annual meeting by a majority vote, following a process provided in club policy.
- 5.3 The president, immediate past president, president-elect, treasurer, secretary, and vice president(s), (if any) will serve one-year or two-year terms as provided in club policy, beginning October 1 of each year. Directors may serve up to three-year terms, as provided in club policy, with each term beginning October 1 after election.
- 5.4 Vacancies will be filled as follows:
- President: by the president-elect, immediate past president, or vice president (if any), as provided in club policy.
 - Immediate past president: by the most recent president willing and able to serve.
 - For all other officers and directors, new elections will be held within 60 days, provided at least fourteen (14) days previous notice of the meeting and nomination(s) is given to the members. However, if the secretary is appointed, the president will appoint someone to fill the vacancy, subject to approval by the board.

E. OFFICERS AND DIRECTORS ELECTION PROCESS

Note: Per Bylaws Article 5, each club must adopt a written process for nomination and election of club officers and directors. The following process states the basic requirements for nominations and elections. The club may add requirements at its discretion (deadlines, special forms, nominating committee, etc) or as may be required by local law.

The election process for this club is as follows:

1. The club secretary will be [*check one*] __appointed by the president and approved by the board -or- __elected by the membership. If the club secretary is not elected, he/she will be appointed within one (1) week after elections are held. *Note: If the secretary and treasurer position are combined, the position should be elected, not appointed.*
2. Volunteers will be appointed to prepare the ballot, count the votes, and certify the results.
3. Nominations may be made in advance or from the floor during the annual meeting, with the consent of those nominated.
4. Cumulative voting is not allowed. Absentee ballots [*check one*]: __are -or- __are not allowed. Proxy ballots [*check one*]: __are -or- __are not allowed.

5. Ballots are only necessary when there are more nominees for an office than offices to be filled. If any ballot does not reflect a majority vote for one nominee, the nominee receiving the fewest votes will be dropped and a new vote taken for the remaining nominees; the same process will be followed until one nominee receives a majority of the votes. If there are more nominees for directors than offices to be filled, those receiving the highest number of votes will be declared elected without additional voting.
6. Electronic balloting is permitted for club elections. Secure website balloting is recommended to ensure privacy and accuracy. Use the KiwanisOne Club Management System or consult Kiwanis International for guidelines.
7. The club secretary will certify the election results to Kiwanis International (and to the district and federation, if any).
8. Incoming officers and directors are referred to as “-designate” (examples: president-elect-designate, secretary-designate, etc).
9. Additional requirements (if any) used by this club are:

Note: Repeat line 9 for each additional requirement and complete as appropriate.