

Reminder: You must display a notice in the workplace 14 days before the Election date.

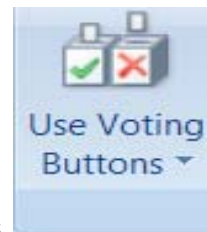
This form notifies staff when the election will be held and who the nominated candidates are.

Election via Email

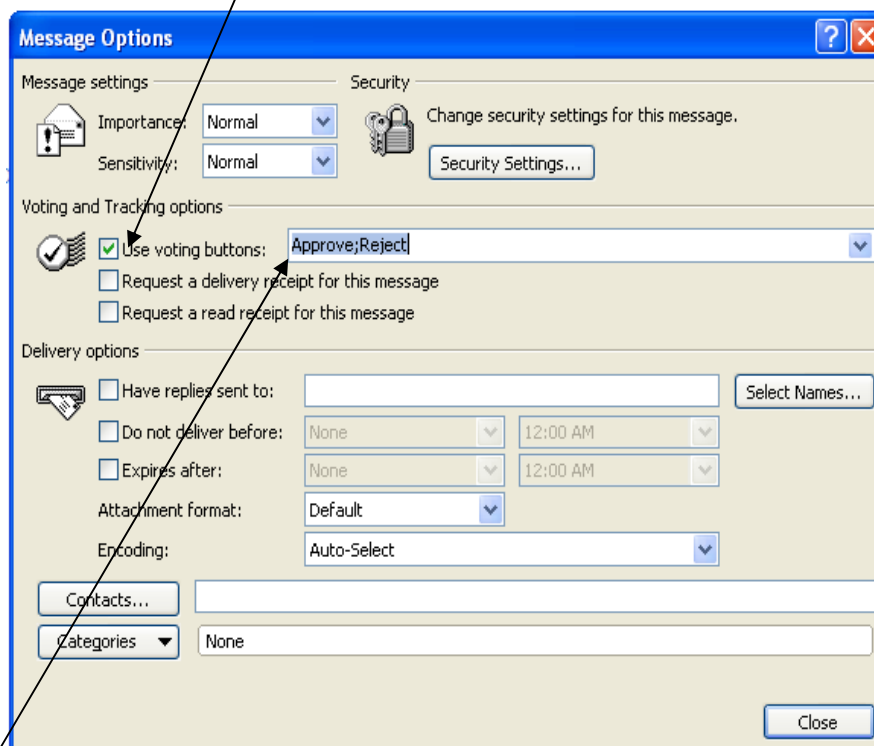
The following information on voting options using Microsoft Outlook is an alternative to a paper based election:

The online help in Outlook is easy to set up.

1. Open a new message within your email.



2. Go to the Options tab and selection 'Use Voting Buttons,
3. select custom
4. Tick use voting buttons box



5. In the text area of Voting and Tracking options, delete the default button names and enter the candidates' names with a semicolon between them, click close.
6. Send an email to all staff in your area detailing that this is an election and asking for their vote, noting that their vote will be confidential and will only be received by the Returning Officer.

Voting

When staff received the email, the voting buttons will not show in the preview pane. Open the email



All people need to do to vote is

1. click on the vote button,
2. pull down the menu of names
3. select their favoured candidate.
4. A dialog box appears asking whether they want to edit their response
5. Send now.

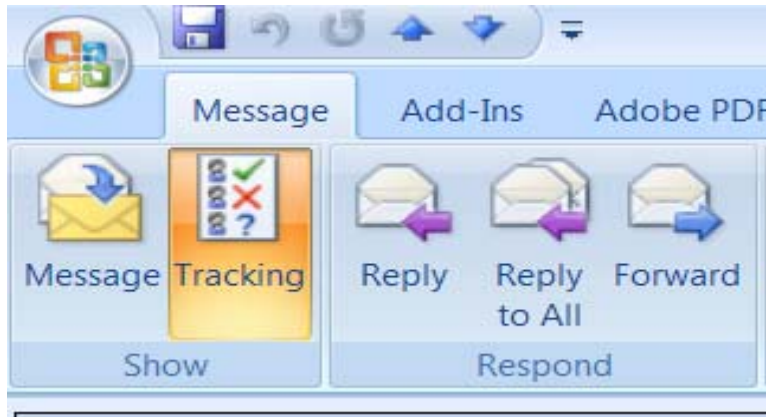
The selection is sent back to returning officer's email address.

Counting

To check how many votes have been made, the returning officer

1. Look in their Sent box and find the original email

2. Open it and click on the 'Tracking' button



3. This gives the tally of responses as well as a list of voters and votes.
4. This also clearly shows anybody who has tried to vote more than once.

Hints

- The voting will mean that the returning officer's email slows when people are enthusiastically responding. This soon settles down and isn't a long term issue.
- Do arrange a filter to an individual box in your email so that your inbox doesn't become clogged.
- If you send a reminder email that copies the original email, including the voting buttons, and people respond to the second email, then you will have two emails to check for votes.
- The tally of responses copies into an excel spreadsheet very simply.
- You will need at least 50% response to have a valid election.

Results

The closing date for receiving email votes is 14 days notice of the election day