

Electronic Voting Vendors:

Big Pulse

Service: Both (Self & Full)

Address: 130 Duncan Street San Francisco, CA 94110 Contact: Dominic Swinn 415-409-6333 dom@bigpulse.com

eBallot

(Used to be: **VoteNet Solutions**)

Service: Both (Self & Full)

Address: 251 18th St S Arlington, VA 22202 Contact: Sales Department www.eballot.com/contact-us

Intelliscan, Inc.

Service: Full

Address: 1039 West Bridge St., Suite 24 Phoenixville, PA 19460 Contact: John Arbitell 610-935-6176 johnarbitell@intelliscaninc.com

Vote-Now

Service: Both (Self & Full)

~~Address: Box 3110 Statesboro, GA 30459 Contact: James Claiborne 202-239-0233 jclaiborne@vote-now.com~~

(888) 993-9801

sales@vote-now.com

Media Leverage

Service: Self

Address: 2319 J Street Sacramento, CA 95816 Contact: Mike Baddley 916-806-0806 mike@medialeverage.com

Simply Voting

Service: Both (Self & Full) Address: 5160 Decarie Boulevard, Suite 502 Montreal, QC H3X 2H9, Canada Phone: 1-800-585-9694, Ext 1 Email: sales@simplyvoting.com

SO YOUR UNIT HAS DECIDED TO TRY ELECTRONIC VOTING!
HOW TO MAKE SURE YOU DO EVERYTHING YOU NEED TO REMEMBER
AN ELECTRONIC VOTING CHECKLIST

STEP 1: HOW TO GET STARTED

- ___ A. Complete the Internal assessment to determine what resources the local chapter or Service Center Council has available.
- ___ B. Contact the CTA Elections and Credentials Committee chair to obtain contact information for the CTA approved vendors.
- ___ C. Decide whether to use the “fully managed” plan **OR** “self -managed” plan.
 - 1. FULLY MANAGED - The vendor operates the website where the election is housed; unit sends the information, timelines, candidate names, candidate campaign statements/biographies, etc. as negotiated with the selected vendor. The vendor does not replace the unit Elections Committee.
 - 2. SELF-MANAGED - The unit operates the software provided by the vendor. The unit is responsible for all aspects of the election, but does the work through the vendor software.
- ___ D. Make certain that, regardless which plan the unit chooses, there is a clear understanding of the vendor’s responsibility and the unit’s responsibility.
- ___ E. **Notify the CTA Elections and Credentials Committee c/o the Governance Support Department of the name of the unit’s chosen vendor.**
- ___ F. **Schedule elections training with the CTA Elections and Credentials Committee c/o the Governance Support Department prior to conducting elections utilizing electronic voting.**

Training - waived during this time of the
COVID-19 pandemic.
March 2020

STEP 2: LOCAL OBLIGATIONS COME FIRST WELL BEFORE ANY ELECTION

- ___ A. Ensure you are adhering to the CTA Requirements for Local Chapter Elections.
- ___ B. Direct the local Elections Committee to take charge of the election timeline, process preparations, and follow through.
- ___ C. Make certain that the local membership records are up-to-date.
- ___ D. Get current personal email addresses from all eligible voters within the membership.

STEP 3: HOW THE LOCAL ELECTIONS COMMITTEE MUST PROCEED

- ___ A. Announce the vacancies in accordance with the local bylaws and standing rules (which should parallel the CTA Requirements for Local Chapter Elections current year).
- ___ B. Prepare drafts of any materials (ballots, etc.) which are a normal part of the election.
- ___ C. Review every aspect of the election documents, etc., for accuracy regardless of whether FULLY MANAGED or SELF-MANAGED.
- ___ D. Set timelines for accomplishing every step of the election so as to avoid last minute crunch problems, including a voting window that allows at least two (2) weeks for voting.
- ___ E. Make certain to provide an easily accessed method of voting for those individuals who will not or cannot vote in the electronic/online environment.

STEP 4: AFTER THE ELECTION

- ___ A. Assess what the unit could have done better.
- ___ B. Assess how the relationship with the vendor was.
- ___ C. Analyze the level of participation versus the expense for future decision making.