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

**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

**Vote-Now**
*Service: Both (Self & Full)*
(888) 993-9801
sales@vote-now.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.]

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.