

## Conduct of Elections SCRS January 2022

Should there be a conflict between the society rules and the content of this document, the society rules shall take precedence.

Any persons wishing to complain about the way an election is conducted may do so, in writing to an officer of the society within 7 days.

Elections shall be held using an online platform.

Prior to the election, each member shall be sent, via email, a unique Member Code and PIN, along with instructions on how to access and use the online voting platform, and the start and end times for the ballot.

To ensure anonymity once members have been sent their code and PIN, and prior to the start of the ballot, any records identifying which member was sent which code will be destroyed.

In order to access the online voting platform, each member will enter their unique Member Code and PIN. Upon validation of these, and after checking that the member has not already voted, an online form will be presented allowing the member to cast a vote "for" or "against" each candidate.

As each vote is cast, the online voting platform will record in a secure database :-

- The member code, vote, date/ time, IP address and browser details.
  - IP and browser information will be recorded for the purpose of assisting any future investigation.
- A separate audit trail entry, which also capture the member code, vote, date/ time, IP address and browser details.

Once the ballot is closed the online voting platform will no longer accept votes.

At this point, the database entries shall be exported in table format and retained for future examination, along with a computed total of each candidates 'for' and 'against' votes. This will be retained for a minimum of 12 months.

A Returning officer and Deputy returning officer shall be agreed. The exported database entries, as well as the calculated totals, shall be made available to the returning officers for scrutiny. Once the returning officers are satisfied that the election has been held in a fair way, they will confirm the result to the membership.