

Revised 6.5.2015
Electronic Voting Procedures 2015
North Georgia Annual Conference

The North Georgia Conference has contracted with LUMI to conduct electronic voting at the 2015 North Georgia Annual Conference. Orientation to this process and using the voting device is scheduled during Session One on Tuesday, June 16, followed by the first ballot. Ballots are scheduled for prayerful consideration during business sessions along with annual conference reports.

Process for voting cards

- **Clergy members** of the conference receive voting cards printed with members' names along with the name badges at onsite registration.
- **Lay members** receive voting cards printed with the church/charge name and number along with name badges at onsite registration.
- Voting cards are the size of a hotel room key, and may be stored with the name badge in the name badge holder when not in use. Do not leave your card in the voting device. Keep your voting card on your person at all times.
- If you leave annual conference early, please turn in your voting card to a teller. All voting cards must be returned to the voting company at the close of conference.
- Voting cards provide a layer of authentication to ensure that only members of the conference vote. Only members of the conference are given a voting card at registration, and only those members sitting in the bar of the conference receive a voting device. Only valid voting cards for a ballot will actually register a vote.

Tellers

- Tellers will distribute voting devices to members in the bar of the conference at the beginning of voting orientation on Tuesday, June 16 during Session One and at following business sessions.
- Tellers are responsible for collecting devices at the end of each session. Members place the voting devices on their chairs when they leave the session.
- Please do not remove voting devices from the Bar of the Conference or the Grand Hall.

Voting for Lay and Clergy Members

- Directions will be provided at voting orientation during Session One and displayed on the screen during ballots. See additional information below.

- In order to vote lay and clergy members must have the voting cards received at registration. Members must insert their voting card into a voting device in order to have their vote recorded.

Replacement Voting Cards

- Lay reserve members replacing a lay member must take the name badge and voting card of the person being replaced to lay registration. If lay reserve member does not have the lay member's badge/voting card, registration staff will assist.
- Replacement cards are available at a designated table by the stage in the Grand Hall. Name badge with voting rights is required in order to receive replacement voting card. The old card is deactivated at the time the new card is issued.

How General and Jurisdictional Elections work using electronic devices

Sample for laity: The bishop states:

“Lay Ballot # 1 for General Conference is open. You will vote for 11 delegates. Ballot # 1 will be conducted in 11 votes that will be individually opened and closed.

“Vote # 1 is now open. Please vote for one candidate.

Type candidate's ID number or for write-ins type the name as indicated on the screen, and press the green button to submit. Has everyone voted?

Vote # 1 is now closed.

“Vote # 2 is now open. Please vote for one candidate.

Type candidate's ID number or for write-ins type the name as indicated on the screen, and press the green button to submit. Has everyone voted?

Vote # 2 is now closed.”

This process continues until lay members have voted for the number of delegates still to be elected. The results announced are cumulative for the ballot and not each vote. Ballots continue until all lay delegates are elected for general (11) and jurisdictional (11) conferences along with reserves (5).

For **write-in candidates**, type the name in this format “First Last Suffix” with a space in between each word. Press the green button to submit. Someone who receives 10 write-in votes on the same ballot will be assigned a lay candidate number. The candidate number will be announced at the next lay ballot.

Sample for clergy: The bishop states:

“**Clergy Ballot # 1** for General Conference is open. You will vote for 11 delegates. Ballot # 1 will be conducted in 11 votes that will be individually opened and closed.

“**Vote # 1** is now open. Please vote for one candidate. Type clergy’s four (4) digit number and press the green button to submit. Has everyone voted?
Vote # 1 is now closed.

“**Vote # 2** is now open. Please vote for one candidate. Type clergy’s four (4) digit number and press the green button to submit. Has everyone voted? Vote # 2 is now closed.”

This process continues until clergy members have voted for the number of delegates still to be elected. The results announced are cumulative for the ballot and not each vote. Ballots continue until all clergy delegates are elected for general (11) and jurisdictional (11) conferences along with reserves (5).

Rules for voting

Violation of any rule, on any of the votes within a ballot, invalidates that particular voter's entire ballot.

The number of votes needed to be elected is determined by calculating the number of valid ballots divided by two (2), plus one (1).

Errors that result in an invalid ballot:

1. Voting for someone already elected on a previous ballot.
2. Voting for the same candidate's number more than once within the same ballot.
3. Failing to make a choice for a vote in a ballot.

Rules Unique for Lay Voting:

Errors that result in an invalid ballot:

4. Voting for a candidate's number and writing in the same person’s name on the same ballot.
5. A write-in vote not formatted correctly.

The correct format is typed: “First Last Suffix” with a space in between each word. Middle names must not be used.

All electronic ballots must be completed by noon, Friday, June 19, 2015

Electronic Voting Orientation

- The table on the floor, to the left of the stage has replacement cards for both lay and clergy.
- Remove your voting card from the device when you are finished voting.
- Keep your voting card with you at all times.



Insight, instantly.

Electronic Voting Orientation

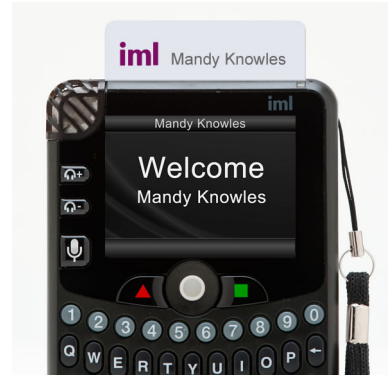
- Tellers assigned to your section are responsible for collecting devices at the end of each session.
- Please leave the voting devices in your chair.
- The devices must never be removed from the bar of the conference.
- If you leave annual conference early, please turn in your voting card to a teller.
- All voting cards must be returned to the voting company at the close of conference.



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Voter Card Instructions

- Insert your voting card, with the chip facing you, in the slot in the top of your keypad
- When the voting card is inserted correctly, the screen will display the name on the top of the card.



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Election Voting Instructions - Clergy

- When it is time to elect, the voting device screen will have a box for typing in the four digit candidate ID number.
- *Only valid voting cards for a ballot will actually register a vote.*
- Type in the four digit ID number that you want to elect and press the green button to submit.



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Election Voting Instructions - Clergy

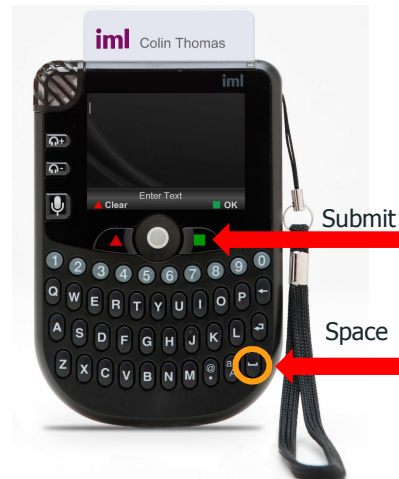
- **You will receive a confirmation that your vote has been cast.**
- To change your vote, simply re-vote. The system takes your LAST response at the time the bishop closes the vote.
- The results announced are cumulative for the ballot and not each vote.
- The balloting process continues until clergy members have elected all delegates.



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Election Voting Instructions - Lay

- When it is time to elect, the voting device screen will be an open text box.
- *Only valid voting cards for a ballot will actually register a vote.*
- Type in the one or two digit candidate ID number that you want to elect and press the green button to submit.



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Election Voting Instructions - Lay

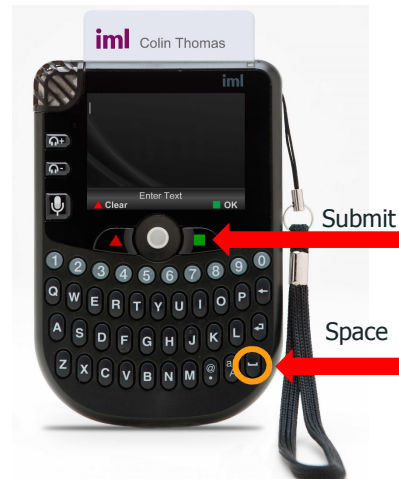
- Use the number exactly as it appears in the Lay Candidate Book.
- Do not preface a single digit candidate ID number with a zero.
- For write-in candidates, type the name in this format: "First Last Suffix" with a space between each word. Press green button to submit.
- To change your vote, simply re-vote. The system takes your LAST response at the time the bishop closes the vote.



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Election Voting Instructions - Lay

- For **write in's** type the name in this format "First Last Suffix" (with a space in between each word). Press the green button to submit.
- To change your vote, simply re-vote. The system takes your LAST response at the time the Bishop closes the vote.



Insight, instantly.

