

ELECTRONIC VOTING INSTRUCTIONS 2022 NEJ CONFERENCE

On the first ballot (and subsequent ballots until there is an election) you will vote for 2 candidates. Using your keypad you will be instructed to enter the 3 digit number for each candidate. *Nominee numbers will be entered one at a time. You will have a total of 60 seconds to vote for 2 candidates.* When the voting is complete, the Presiding Officer will close the ballot.

Delegates will receive a list of names and ballot numbers to use throughout the election process. You will also see attached a ballot summary sheet to keep track of the voting.

The 9 persons that have been nominated by an Annual Conference or an approved caucus will be assigned the lowest numbers on the ballot. Additionally, all Elders who are elected Delegates or elected Reserve Delegates to this conference will be assigned a number as well.

CASTING YOUR VOTE USING THE VOTING DEVICE

- Select the ballot number for the desired candidate. You will find her/his number on the ballot sheet.
- When prompted by the Presiding Officer to begin the balloting, you will see the words, “Please vote” on your keypad. At that point, enter the number for the desired candidate. Once you enter the 3 digit number, that number will be displayed on the keypad.
- When you see the desired number on the device screen, press the “send” button. The keypad will then display the word sending...followed by the number of choices that remain. You will then vote for the 2nd candidate. Your election will be transmitted to the computer and votes will be tabulated.
- The keypad will not allow you to vote for: the same person twice on any given ballot; vote for someone already elected; someone who has withdrawn; or if you enter a number that has not been assigned. If you enter a 3 digit number that is invalid, you will notice the number of choices that remain does not decrease—thereby telling you the number you entered was not a valid number.
- Padgett Communications will tabulate the results. The Tellers under the supervision of the Head Teller will tally any write-in votes (see below) and will add those results to the results from the electronic devices.
- All votes cast will remain secret.
- The Presiding Officer will announce results as soon as possible—and we will continue the process until 2 persons are elected.

CASTING VOTES FOR WRITE-IN VOTES

- If you wish to vote for someone for whom no ballot number is assigned, you will vote by using a PAPER BALLOT. You will use the paper ballot for that entire ballot.
- If you wish to have a write-in ballot, when instructed by the Presiding Officer, please raise your hand and the Teller will give you a paper ballot.
- On the paper ballot you must write the ballot number and the electronic voting handset number for the ballot to be valid.
- You may vote for one Candidate who already has a number and 1 write-in Candidate or you may vote for 2 write-in candidates. The total number of candidates on the write-in ballot must be 2 (if we are electing 2). If we are only electing 1, then you may only vote for 1.
- When you have finished, raise your hand and a Teller will pick up your ballot.
- On the next ballot you may choose to vote for another write-in candidate that does not have a voting number assigned by requesting another write in ballot or you may use your keypad to vote for persons already assigned a number.

VOTING DEVICE DIFFICULTY

- IF YOUR VOTING DEVICE IS INOPERABLE, raise your hand and a Teller will take your device and give you a paper ballot upon which you will vote for your desired candidates using the ballot numbers. If your device fails in the middle of voting, raise your hand and you will vote entirely using the write-in ballot. A new device will be delivered to you for the next ballot.

RESERVE DELEGATE KEYPADS

- The Chair of the Delegation is responsible for the distribution of the voting devices for each session and the collection of the devices at the conclusion of each session.
- All delegates are in covenant to vote using only the device given to them. Any delegate observing an unauthorized person voting on a device or who is voting using more than one device should immediately stand and notify the Presiding Officer of an irregularity.
- If the Chair of the delegation is a nominee or becomes a write-in nominee, she/he will have the first elected Lay Person be in charge of the voting devices and all matters pertaining to the election.

INVALID BALLOTS

- The following actions will invalidate a ballot
 - Voting for fewer than the number to be elected on that ballot.
 - Voting for someone who has already been elected.
 - Voting for the same nominee more than once per ballot.
 - Voting for someone who has withdrawn.

TEST VOTING

- There will be test ballots prior to the beginning of voting to make sure that everyone is comfortable with using electronic balloting.

REMINDERS

- You must be in the bar of the conference to vote.
- You will have 60 seconds to cast your vote for 2 Episcopal Candidates.
- If you choose not to participate in a particular ballot, do not use your keypad for any selection.
- If you make a mistake in voting, press 3 zeros (000) followed by the send button—before the ballot is closed. This will clear ALL of your choices for that ballot and you will need to enter the 3 digit numbers again.
- If you input the incorrect number during the voting and you see it BEFORE you press “send”, press the “DEL” button on the UPPER-LEFT corner to remove one number at a time. Re-enter the correct number and press send.
- Every handset will be tested before the conference, so the probability of failure is very low. If your handset does not work, raise your hand quickly and you will receive a paper ballot and you will be issued a new handset before the next ballot.
- If a reserve is seated for a delegate, she/he will use that delegate’s handset.

DO NOT TAKE THE DEVICE FROM THE CALVERT BALLROOM.

CHAIRS OF DELEGATIONS MUST TURN IN ALL VOTING DEVICES AT THE END OF EACH SESSION. At the beginning of the next session, the Chairs will distribute the devices to the delegation that is seated.

IF THERE IS A FAILURE TO TURN IN A MACHINE, THE DELEGATE THAT WAS ASSIGNED THE MACHINE WILL BE ASSESSED THE COST OF THE MACHINE.