Virtual Elections

Below are instructions for your chapter to conduct elections virtually. If you have any questions reach out to jbridge@aepi.org for help. Nominations should occur 1 week before elections or as outlined in your constitution. You can do this virtually during your weekly meeting time or have Brothers submit nominations directly to the Master

**Platforms:**

1. Zoom

1. Costs $15
2. Best option because it allows the organizer to mute/unmute participants and you know who is in the chat. You have the ability to see everyone. This will help during speeches and Q&A

2. Google Hangout

1. Free
2. Master will not have control of attendance or people who can be muted

**Zoom**

Create the event:

1. Create an account
2. Go to<https://zoom.us/meeting/schedule>
3. Click schedule a new meeting
4. Under topic, put Chapter name- Exec Board Elections
5. Select the date and time
6. For duration put 23hrs (The max is 24 but this way you wont run out of time)
7. Time zone should be the time zone of your school
8. Meeting ID can be automatically generated
9. Unclick the “required meeting password” if it is selected
10. No need to change anything for video and audio
11. Under meeting options, select join before host and mute participants upon entry. Unclick record meeting
12. Click save
	1. This will automatically create a link for people to join

The meeting:

1. Make sure the scribe sends out the link to the Brothers.
2. Have everyone join the meeting during the normal meeting time and remain muted
3. Go through normal election order. Master, LT Master, Scribe, Exchequer, Brother at Large, Rush Chair, New Member Educator, Sentinel, House Manager, etc
4. When Brothers who are running for a position are giving their speeches and conducting their Q&A, other candidates for that same position must exit the video.
5. The Sentinel will text the Brother(s) when it is their turn to give their speech.

**Google Hangout**

Create the event:

1. Create an event in your Google calendar
2. Invite every member of your chapter/colony
	1. This will automatically create a Google Hangout link
3. Set reminders for 1 day before, 1 hour before, and 10 minutes before the event
4. Make sure everyone responds to the event

The meeting:

1. Have all Brothers click the link in the Google Calendar Invite
2. Have all Brothers mute themselves at the beginning. They will unmute to ask questions and give speeches
3. Go through normal election order. Master, LT Master, Scribe, Exchequer, Brother at Large, Rush Chair, New Member Educator, Sentinel, House Manager, etc
4. When Brothers who are running for a position are giving their speeches and conducting their Q&A, other candidates for that same position must exit the video.
5. The Sentinel will text the Brother(s) when it is their turn to give their speech.

**Voting**

1. Prior to the meeting, set up a google form.
	1. The first question should multiple choice and should be which position is being elected. Each position should be its own option.
	2. At the bottom of the question, next to the required button are 3 dots. Click those dots and select “go to section based off answer”
	3. On the side of the form there is a vertical toolbar with 6 icons. The last icon is two horizontal rectangles. That is to create another section. Create separate sections for each board position. This will limit the amount of mistakes made in voting.
	4. Label each section with the position name. The first section should be Master and so on.
	5. Under each section create 1 multiple choice question, “Who do you vote for?” Make each candidate an answer. This can be done by clicking the first icon on the vertical toolbar to the left; it is a + sign.
	6. Underneath each section, there is a small triangle in the middle. Click that and then select “Submit Form.” This will stop the Brothers from having to go through the whole form for each election.
	7. After you have done this for all positions, go to the first question and assign each answer to a section. For example, if you are electing the Scribe, the form should jump straight to the Scribe section.
	8. Make sure you test the form several times before the actual election
2. On election night, send the form to all of you chapter Brothers who will be attending the meeting.
3. After all of the candidates speak, tell the Brothers to vote. Votes will be time stamped so you will know if Brothers voted too early. Tally up the votes and the number of responses should equal the number of Brothers in attendance. If it doesn't then someone did not vote or someone tried to vote twice. Either way, you have to do it again.
4. After the Brothers vote, have them select “Submit another response” so they can vote on the next election.