

ELECTION PROCESS & PROCEDURES

PROCEDURE FOR NOMINATING A NOMINEE (FOR ELIGIBLE VOTERS)

Step 1: From the Electronic Voting Screen select “**Nomination**”.

The screenshot shows the 'Nomination' screen with the following fields and options:

- Nomination Setup:**
 - Committee ID: [Dropdown menu]
 - Election ID: [Dropdown menu]
 - Nomination Start Date: [Text field]
 - Nomination End Date: [Text field]
 - Nominated by: 100***** [Text field]
 - Nominator: [Text field]
- Nominee:**
 - [Photo box]
 - *Nominee ID: [Text field with search icon]
 - Nomination Date: [Text field with search icon]
 - Nominee has accepted
 - Duely Nominated
- Seconder:**
 - [Photo box]
 - *Seconder ID: [Text field with search icon]
 - Seconder has accepted
- Submit Nomination:** [Yellow button]

Step 2: From the drop box select the “**Committee**” for which the election is being held.

Step 3: From the drop box select the particular Election in which you wish to nominate a nominee.

❖ **In an election where an eligible voter is only allowed one nomination, a selected nominee is restricted from nominating or seconding a nominee.**

- If a nominee wishes to nominate or second a nominee then the nominee must first reject the nomination before proceeding with his/her wishes.
- ✓ It is recommended that the nominator contacts the eligible voter that they wish to nominate and ensure that they are willing to serve in the relevant capacity before nominating the individual. This would also provide an opportunity for the nominator to acquire the nominee’s id number.

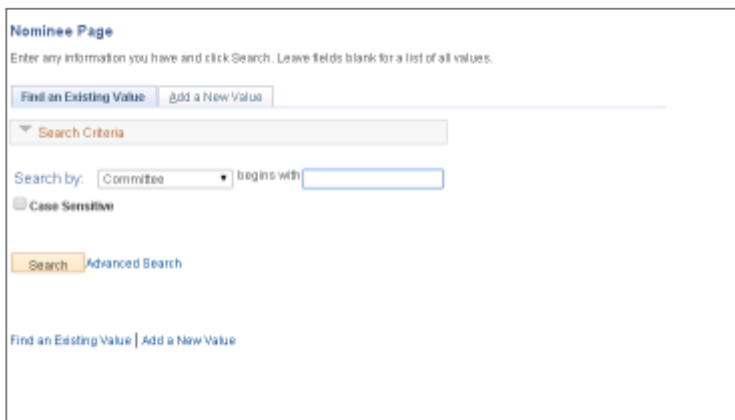
Step 4: Select your nominee of choice:

- If the nominee’s identification number is known; enter the id number in the “Nominee ID” field.
- If the nominee’s identification number is unknown:
 - i. Click on the search icon to view the list of eligible voters.
 - ii. From the drop box select name; enter the name of the candidate.
 - iii. Click lookup.
 - iv. Click on the name or id number of the nominee of your choice.
- ❖ **The photo and id number of the nominee will be displayed in the “Nominee box”.**
- ❖ **The nominator must name a seconder, from the list of eligible voters, who is willing to second the nomination.**
- ❖ **Selecting a preferred seconder does not restrict this individual’s right to second a different nominee or to nominate a nominee. Thus, in an election where an individual is only allowed one nomination, any eligible voter who is not a nominator, previous seconder or nominee can second a nominee.**

ELECTION PROCESS & PROCEDURES

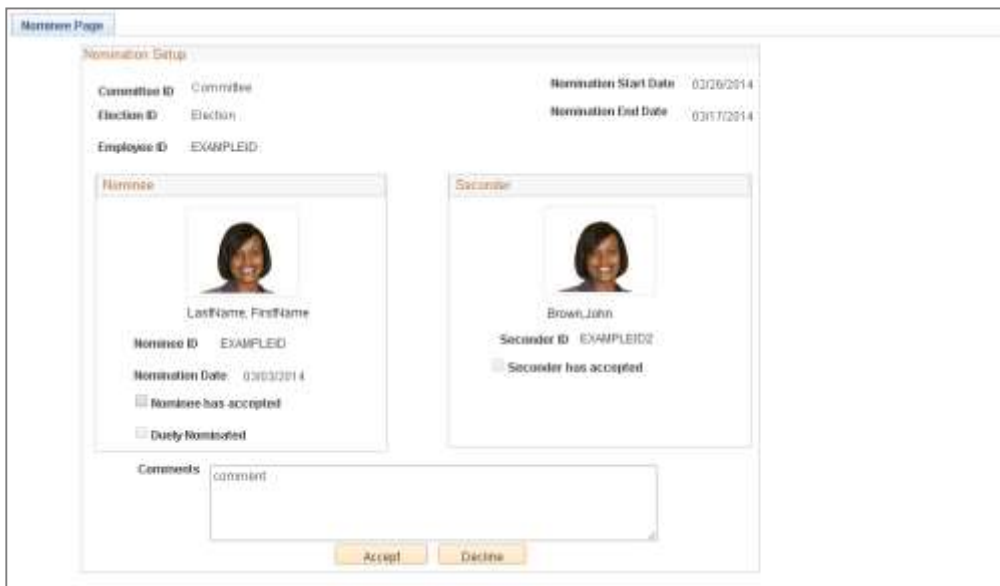
PROCEDURE FOR ACCEPTING A NOMINATION (FOR ELIGIBLE VOTERS)

Step 1: From the Electronic Voting Screen select "Accept Nomination".



The screenshot shows the "Nominee Page" with the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" dropdown menu is set to "Committee". A "Search by:" dropdown is set to "Committee" and followed by a "begins with" text input field. There is a "Case Sensitive" checkbox. At the bottom, there are "Search" and "Advanced Search" buttons, and a footer with "Find an Existing Value | Add a New Value".

Step 2: Click search to view your pending nomination.



The screenshot shows the "Nomination Page" with a "Nomination Setup" section containing fields for "Committee ID", "Election ID", "Employee ID", "Nomination Start Date", and "Nomination End Date". Below this are two panels: "Nominee" and "Secunder". The "Nominee" panel shows a photo of a woman, her name "LastName, Firstname", "Nominee ID", "Nomination Date", and a "Nominee has accepted" checkbox. The "Secunder" panel shows a photo of a woman, her name "Brown, John", "Secunder ID", and a "Secunder has accepted" checkbox. At the bottom, there is a "Comments" text area and "Accept" and "Decline" buttons.

Step 3: Check the box by the "Nominee has accepted" field.

Step 4: To accept/decline the nomination click accept/decline respectively.

- ❖ You will receive a message that states, "You have successfully accepted/declined this nomination".