

Online Campus Election System Policies

Last modified: 9/5/2012

Policy Purpose

- To ensure there are clear guidelines for campus election administrators on how to use and access the online election system.
- To establish clear guidelines and limitations regarding the Computing Center's involvement with conducting routine campus elections.

Process for Requesting Access to the Campus Election System

- Users wishing to conduct elections on campus must first request access to the election system by contacting one of the Computing Center support staff:
 - Chance Eppinette (Director of Computing Center)
 - Brian Taylor (Senior Web Developer)
- Applications will be reviewed within a week.

Election System Training

- Election administrators may request training from the Computing Center in how to configure and operate the election software. This request may take between 1 and 14 days to honor, depending on the schedules of the staff involved.
- Requests for training must be made at least three work weeks (15 business days) before an election is set to begin.

Process for Creating Ballots and Running an Election

- Election administrators will use the online web-based election system to create ballots. This system allows administrators to upload pictures of candidates, set text which appears along side a candidate or referendum, and specify which voters are allowed to vote (ex: Freshmen, Sophomores, etc).
 - Except in emergency situations, this step will be not be completed by Computing Center staff, unless the objective is to train the administrator in how to use the system.
- Ballots must be created and finalized at least one work week (5 business days) before an election is set to begin. The Computing Center cannot

guarantee that technical assistance will be available to election administrators unless ballots are finalized before this time.

- Once an election has started (and voting has begun), changes to the ballots will not be allowed. If a change is required, the election must be halted and restarted.
- Elections cannot be "paused" or suspended during particular times (for example, between 5pm and 7:30am the following morning). Instead, elections will continue to allow voting until the end time has been reached, or until an election administrator stops the election.

Policies Regarding User Identification and Attributes

- Users of the election system will be identified using a combination of their LDAP attributes, as well as attributes from available data sources, like Banner and other ULM databases.
- Students, specifically, will only be allowed to vote if they are currently enrolled in at least one (1) hour of credits at ULM.
- Questions or requested changes regarding user identification and attributes must be addressed with Computing Center staff at least two work weeks before an election is set to run, to give Computing Center staff enough time to address possible issues.

Policies Regarding Computing Center Staff Involvement

- Election results will not be released until an election has completed. In other words, Computing Center staff will not disclose the running vote totals in any election while that election is still receptive to votes. The election must be stopped before results can be retrieved.

Privacy Policies

- Election results are stored in an anonymous and confidential manner. Except in emergency situations, Computing Center staff will not examine votes or voters, which are stored separately to maintain acceptable anonymity.
- For security reasons, some voter details are collected, including IP addresses. This information will only be used by the Computing Center in the event of problems or unauthorized access to the election system. They will not be disclosed to anyone, to protect the anonymity of voters.