University of Windsor Senate

Elections Website – The "How To"

August 26, 2021
Danny Anger – angerd1@uwindsor.ca

University of Windsor

Table of Contents

University of Windsor

Senate Election/ Voting

The University of Windsor Senate Bylaw 1 sets the procedures and for Senate elections.

The University of Windsor Senate Bylaw 2 sets the Rules of Order for Motions, Debate and voting.

Elections
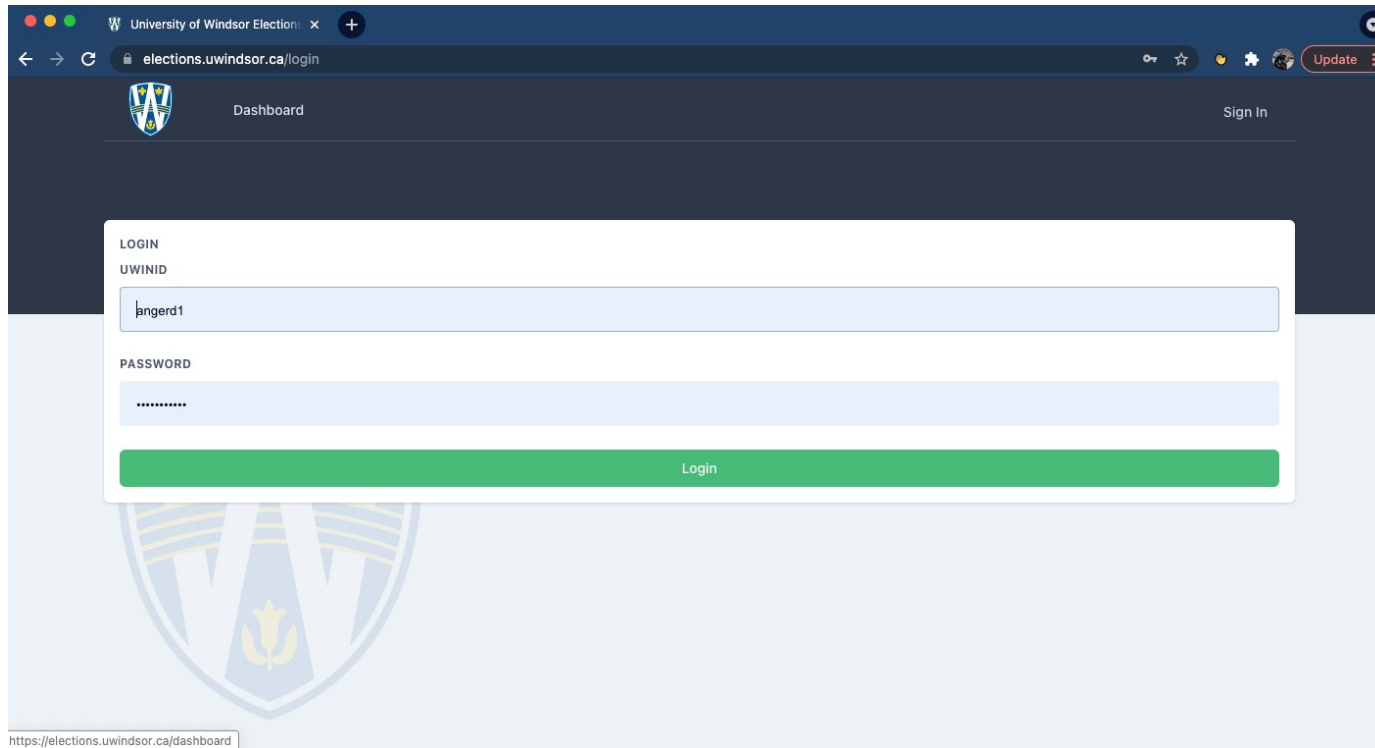
Meeting Voting

1) Secret Ballot

2) Motions

University of Windsor

Senate Election Website

1) Follow Link below and sign in with UWINID and password.

1) https://elections.uwindsor.ca/login
2) If you are unable to login please ensure you are using **UWINID**
3) If you are still unable to login please reach out to angerd1@uwindsor.ca. There may be an issue, **or** you have not been added as an administrator for your department/faculty.
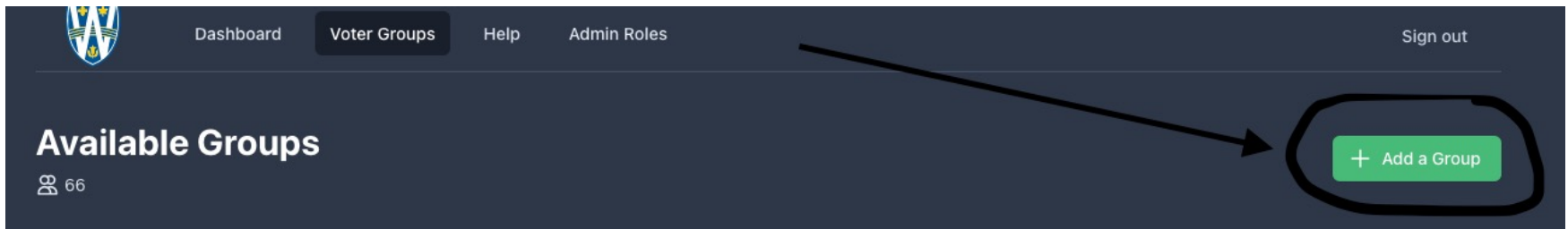
Senate Election Website

2) Adding your voting group

- If you have already added a 'voter group' please skip this step.
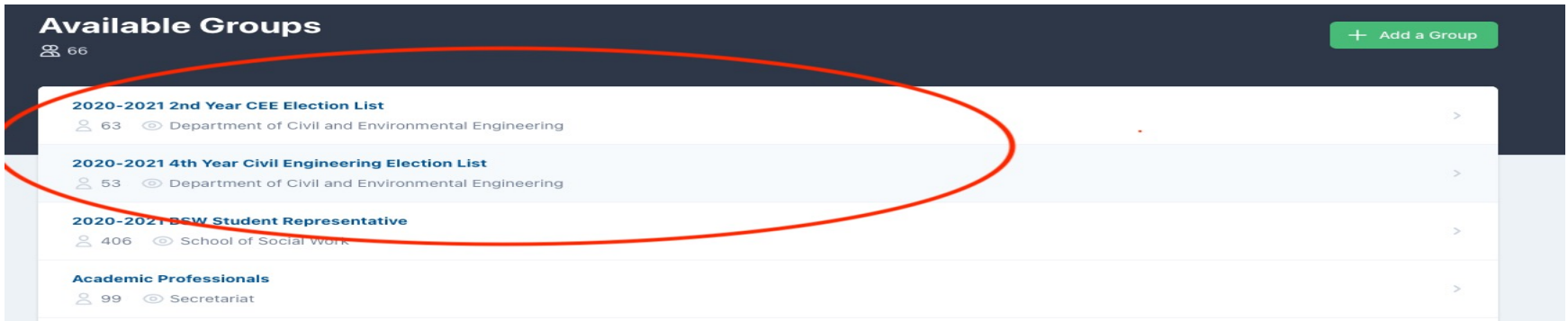

- Select 'add a group' (green tab)

- Create a title for the group – ex. Associate Dean of Science
  - 1) Ownership should read the Faculty/Department/Group you are associated with. If it reads 'secretariat' please select drop down.

Senate Election Website
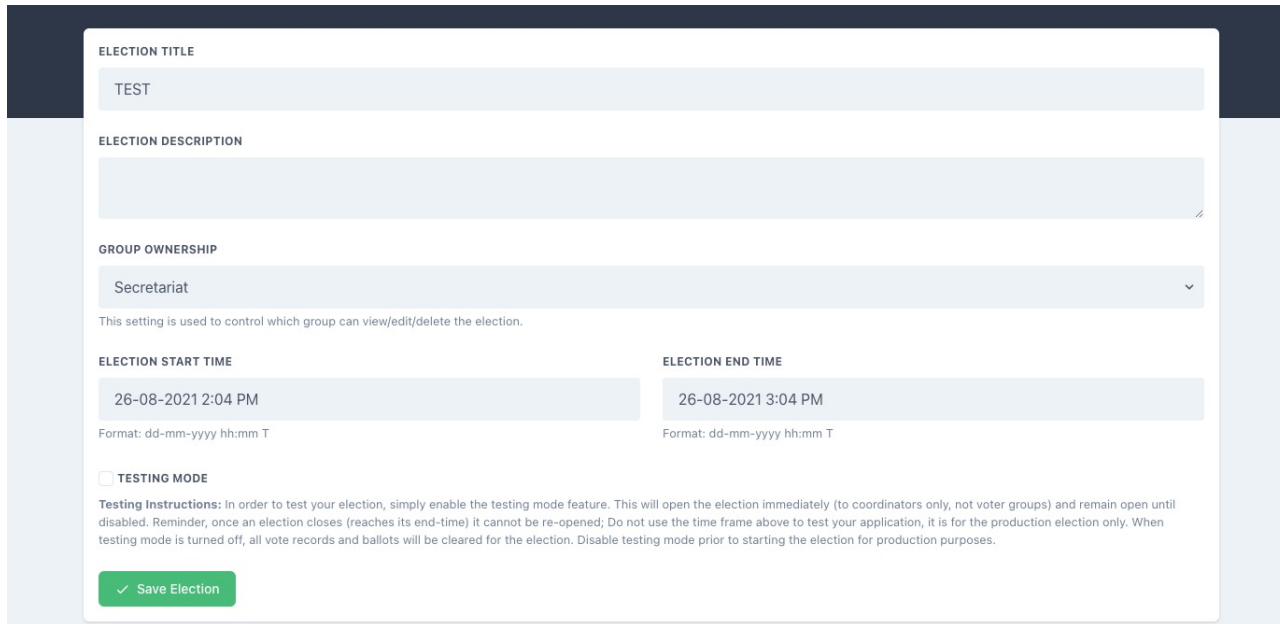
2) Adding your voting group (continued)

- To populate the 'voter group':
    1) Populate an excel spreadsheet with the voter's UWIND ID or UWIN email.
    2) Copy and paste the list into the space provided under 'voter list' in the election site
    3) Once complete, select 'save voters'
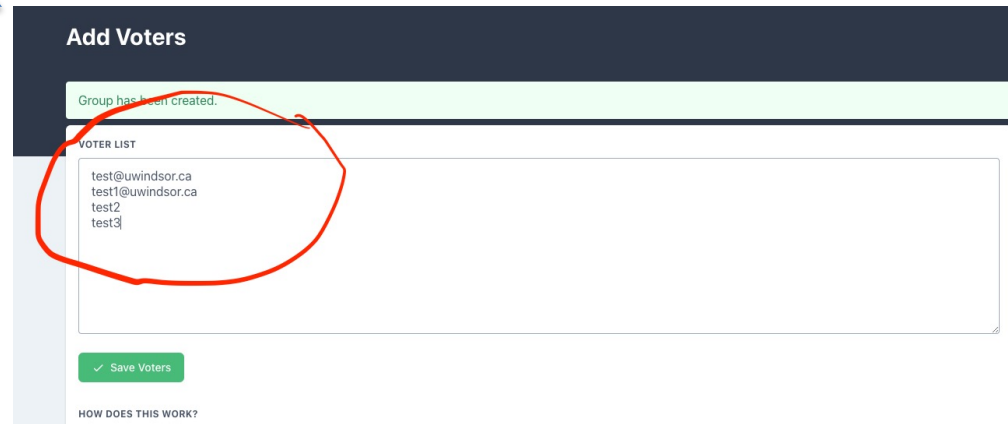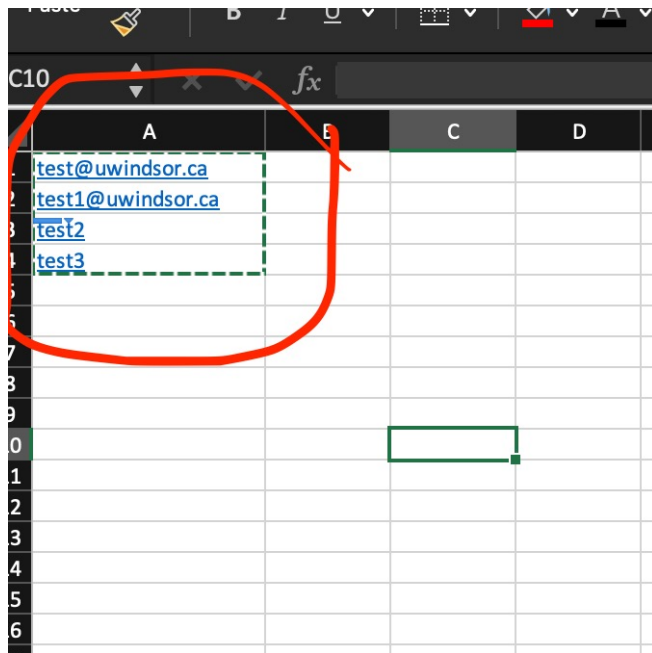
Senate Election Website

3) Creating a SINGLE election

1) Select 'Dashboard' (top banner).

2) Select green 'add an election' (under the sign out button)

3) Insert the title, election description (if needed) and set the election start time (always set the time one day in advance from your expected start time – if your election starts, we cannot stop and edit). As set out in Senate bylaws, elections are to run for a week in length.

Senate Election Website

3) Adding a position to a single election

   1) Select 'add a position' ex. Associate Dean - Faculty of Graduate Studies
   2) Description – 'you may vote once; your vote is anonymous
   3) Input the number of max votes and sort order (usually set to 1).
   4) Select ' save position'

Senate Election Website

3) Adding candidate(s) to a single election
   1) Select 'add a candidate' ex. Jane Doe
   2) Biography is not needed but can be inputted depending on your needs
   3) Use 'Sort Order' to put in Alpha order if required
   4) Select 'Save Candidate'
   5) To add more candidate(s) repeat steps 1-4.

University of Windsor

Senate Election Website

3) Adding voter groups to a single election

1) Ensure the correct voter group is highlighted in green (voter groups are on the right side of the page at the bottom.

2) Once complete, select 'save position'.

3) Select 1) 'dashboard', 2) 'upcoming' 3) the election and 4) change the date to the expected start/end times.

Senate Election Website

4) Adding multiple positions to have multiple election(s)

    1)   Complete slides 3-8 to create single election.

    2)   Select: 1) 'dashboard', 2) 'upcoming' 3) the election 4) update and 4) add position

    3)   Complete slides 6-8 to add another election to run at the same time.

    4)   Repeat steps 2-3 if adding more than two positions.

University of Windsor

Senate Election Website

4) Adding multiple positions to have multiple elections:

    1) When running multiple elections, your election page should look like this:
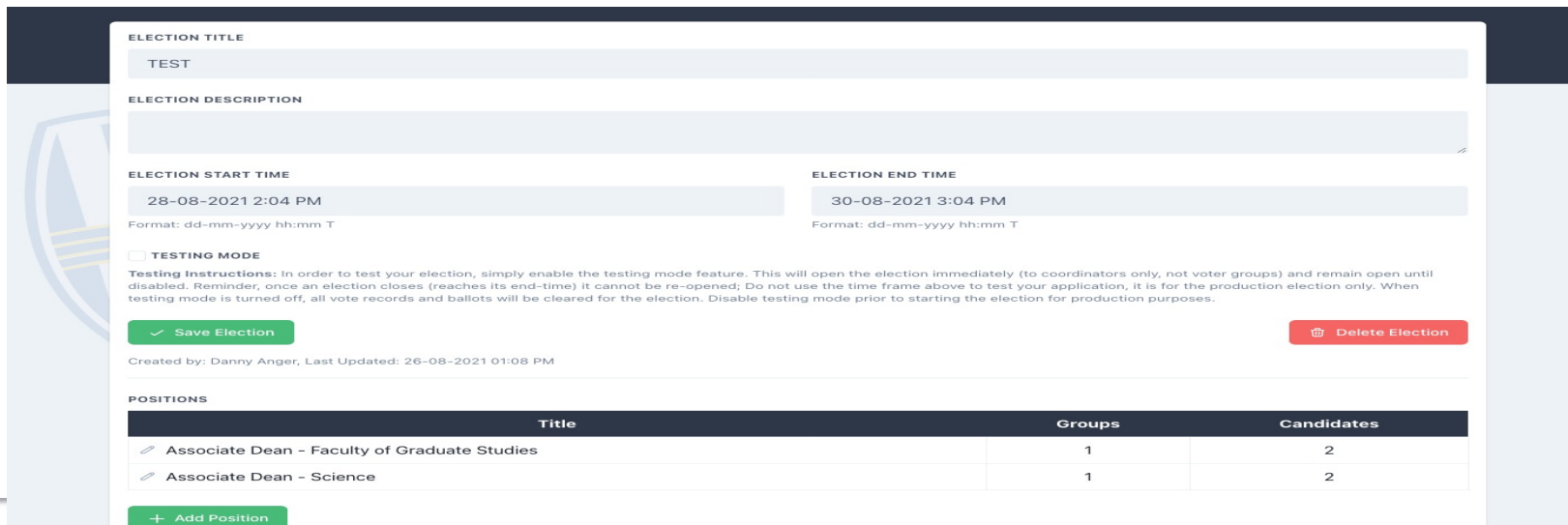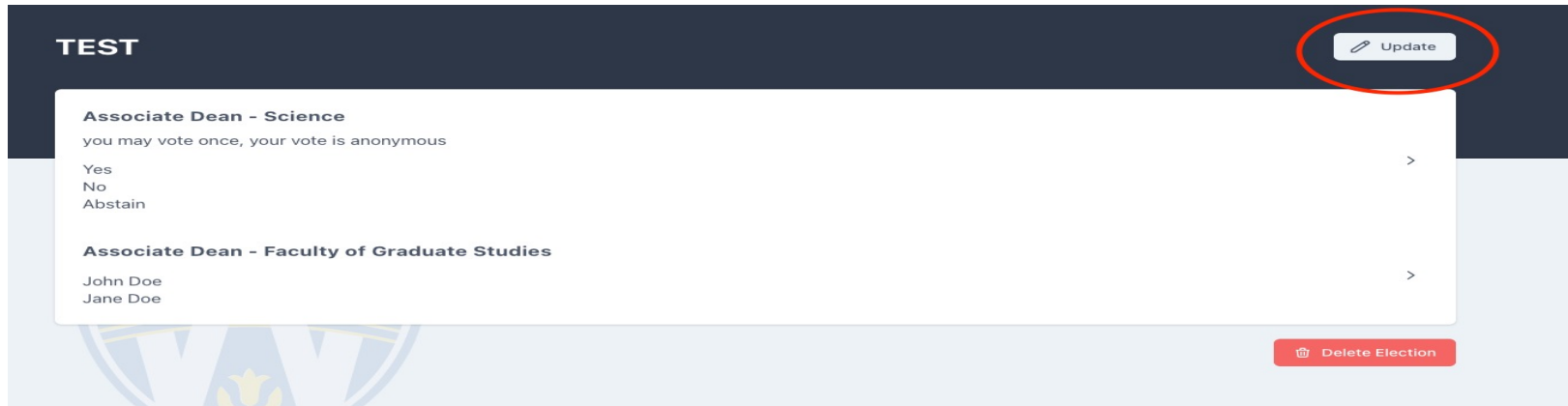
Senate Election Website

5) Creating a Secret Ballot Vote

    1) Complete slides 3-8 to create single election.

    2) Position = <u>The Motion</u> being put forth

    3) Candidate(s) = 1) Yes 2) No 3) Abstain

    4) Complete slides 6-8 to add another secret ballot to run at the same time.

Microsoft Forms – Motion Voting

1) Follow Link below and sign in with UWINID and password.

   1) https://www.office.com/?auth=2

   2) Microsoft Forms is a user-friendly platform to allow for fast and public or confidential motion voting during virtual meetings (this does not to take the place of secret ballot voting for elections)

   3) Select Microsoft forms using the diagrams below.

Microsoft Forms – Motion Voting
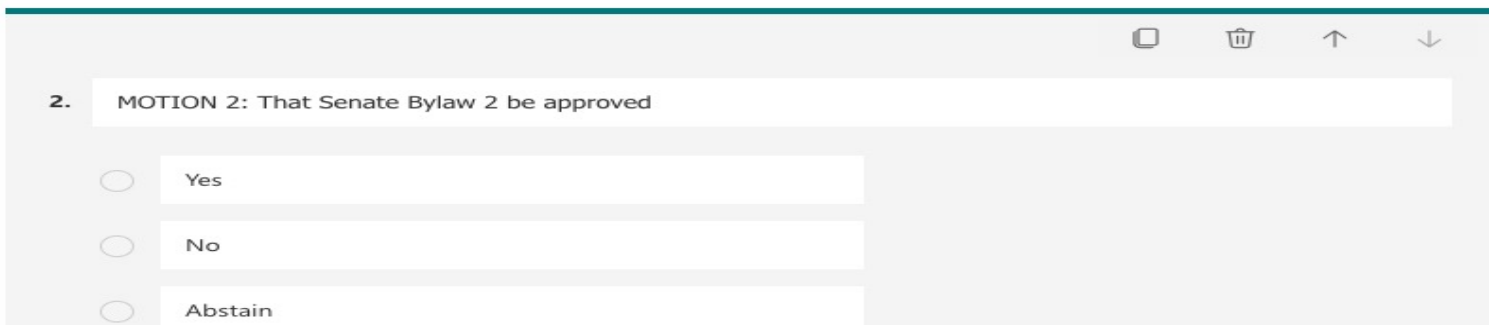
1) Select 'new quiz'

1) Insert the title of meeting by selecting 'untitled quiz'
2) Select the type of question (likely multiple choice)
3) Insert the 'title of the motion' for question 1 and Yes, No, Abstain
4) To insert another motion, select 'add new' and complete steps 2 and 3.

University of Windsor Senate - September 1, 2021

1. MOTION 1: That Senate Bylaw 1 be approved
- ○ Yes
- ○ No
- ○ Abstain

2. MOTION 2: That Senate Bylaw 2 be approved
- ○ Yes
- ○ No
- ○ Abstain

Microsoft Forms – Motion Voting

1) Select 'new quiz'

    1) To adjust the 'vote settings' select the three dots under your username initials in the top right corner
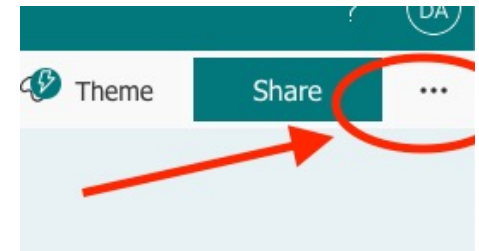
    2) The setting will allow you to adjust who can respond to the form and the confidentiality of the form (ex. Record name and the number of responses / voter).

    3) To share the link, select the share button seen in the picture above.

        1) Copy the URL using the 'green copy' button

        2) Include the URL in your MS Teams meeting chat or in an email to the 'voters'.

University of Windsor
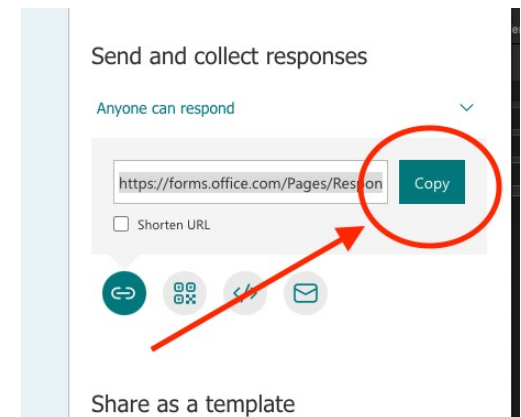
Senate Election Website
Voter Sample Email

Voters:

As you know the voting portion of the election for the _____ <mark>(ex. Associate Dean of Science)</mark> will be conducted on-line. <u>Voting</u> **opens, September 1, 2021, at 10:00am** and will **close at 10:00am on September 7, 2021.**

Please click on the link below to connect to the voting page.

Please follow these instructions when voting.

- ·   The link will take you to a page that will ask you to type in your UWin ID and then your password.
- ·   You will be taken to a page of instructions.
- ·   You will then cast your vote and save your vote.

*Please Note
Upon signing in to vote, if after you type in your UWin ID and password and the message "Invalid uwin id or password" appears, please contact Client Service Portal via http://www.uwindsor.ca/itshelp or at ext. 4440.

Link to Voting Page (https://elections.uwindsor.ca/dashboard)

the text above can be amended to suit your needs or for a secret ballot vote

University *of* Windsor

QUESTIONS?

Email angerd1@uwindsor.ca

Or

MS Teams – Danny Anger