

# CIVA 2021 Plenary Voting Guidelines



Dear Delegates,

When an item must be Approved or Rejected the secretaries will ask if anyone wishes to reject, and if so a count will be taken. If a formal vote is necessary we will follow the procedure below.

Formal voting, e.g. for Rules proposals, the Free Known figures and for CIVA officials, will take place **between** the plenary sessions so that you have time to select the option(s) you wish to vote for and the Zoom plenary process can remain uninterrupted. Voting will be conducted online using the service at <https://electionrunner.com/>

When using this system only those delegates who have **registered for this plenary** will receive an email with a link like the one shown here. It can take some minutes before you receive the email. The link in the email you receive will be unique for each delegate; multiple attempts to use it will be blocked.

It is up to you to decide whether to use the vote yourself or to forward it to your alternate delegate. Each link can be used only once. You must therefore be able to access your emails and work on the web page that the link opens for you.

A screenshot of the CIVA voting interface. At the top, it says 'CIVA'. Below that, it says 'CIVA has invited you to vote in the election: Free known figures 2021 24.10.2020'. Underneath, it says 'Voting is open from 10/24/20 6:50 pm to 10/24/20 9:15 pm'. There is a 'Login Information:' section with a table containing 'Voter ID: Nick' and 'Voter Key: fghjk'. A red arrow points to a blue button that says 'Click Here to Vote'. Below the button, it says '(Clicking the above link will automatically log you in to vote)'. At the bottom, it says 'If you have any questions, please contact your election administrator: Hanna Riiha (hanna.raiha@gmail.com)' and the 'electionrunner' logo.

You will receive one email from Election Runner to your registered email address for each item to be voted. The web page you reach will indicate how many options can be selected each time.

For example:

For **Free Known figures** there will be three emails, one for each of the three categories. On each linked voting page the list will show only the KAWG Expert's preferred sets of figures:

**Yak-52/Intermediate (7 sets)      Advanced (10 sets)      Unlimited (10 sets)**

You will be asked to select one figure set in each category – see the [KAWG explanation here](#).

For **Proposals** you will be asked to Approve or Reject the motion, or you may select the option to Abstain. All responses are counted to act as the Roll-Call, and as usual this total will be used to determine the number of Approvals necessary to establish a majority.

Voting results will be announced during the following online session. If there is a tie, a further vote will be run using the same procedure. If there is a second tie it will be resolved by the president.

The voting process will be administered by the CIVA Secretary **Hanna Riiha**.

If you have any problems using this service or are concerned that you may not have received an expected voting email from Election Runner please immediately contact Hanna using this email address: [civa-secretary@fai.org](mailto:civa-secretary@fai.org)

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Note that nominations for CIVA Officers and the chairmen and members of CIVA Committees and Working Groups for 2022 must be submitted using the **CIVA NOMINATING FORM** that you can download from the CIVA News and FAI / CIVA website plenary pages.

The deadline for submission of these nominations to [civa-secretary@fai.org](mailto:civa-secretary@fai.org) has now been extended to **midnight on Wednesday 17<sup>th</sup> November**. No subsequent responses can be used.