FLINDERS UNIVERSITY
ADELAIDE • AUSTRALIA

EVS

A Web Based
Electronic Voting System

Returning Officer's Guide
Electronic Voting System (EVS)

EVS is a web based electronic voting system designed and built at Flinders University to provide full voting facilities for both elections and referenda. In this document references to elections should be read to also include referenda. The system offers:

- Call for nominations
- Candidate profiles
- Instructions for voting
- Casting of ballots
- Electoral roll checking
- Production of formatted ballot files ready for tallying by ChoicePLus Pro (http://www.votingsolutions.com/cpdetail.htm)
- Email to members of the electoral roll
- Single login to vote in all currently running elections
- Election building by accredited Returning Officers
- Archive of tally files and deletion of elections by Returning Officers
- Minimal systems administration via web based forms
- Secure login and voting via encrypted communications (SSL)

There are four levels to the web software:

**Superuser administration**  
Access is given to a systems administrator for the creation and deletion of the entire election infrastructure during customisation and testing at a new installation.

**System administration**  
Access is given to a small group of systems administrators to create new elections, assign a returning officer and upload an electoral roll to the server.

**Returning Officer administration**  
Access is granted by the systems administrators to give a returning officer access to specific elections to allow them to customise and run the election without further intervention. Results of referenda are supplied directly to the returning officer. Results of an election produce a tally file which the system administrators then run through the Choice Plus software to produce a final result.

**Voting**  
A public interface is provided to view election details, acquire nomination forms and login to cast a ballot. Voters may return at any time to continue with elections for which they have not yet voted.

Election and nomination start dates are set by the Returning Officer and details of new elections appear automatically on the web page at the prescribed date and time. They also disappear automatically at the prescribed end-date and time. If an elector has already logged in to vote in a particular election and the ballot end date/time occurs while they are deciding on their voting preference then the vote is refused when it is cast and an explanatory message is given. The casting of a ballot **must** occur before the voting end time.
Availability
The system and its documentation is copyright to Flinders University and may not be sold or distributed by or to any other entity. Copies are available at no charge to other Australian Universities provided the code is held secure and confidential and not divulged, copied or supplied to any other entity. A signed contract acknowledging these conditions is required before the system will be supplied.

A demonstration version of the voting pages is available at

https://www.flinders.edu.au/compserv/evsdemo
Electronic Voting System (EVS)

Notes For Returning Officers

The Returning Officer is fully responsible for the conduct of an election, informing electors of the start and end dates of both nominations and voting, scrutinising the tally results and informing the electorate of those results. The EVS system makes this process a set of simple sequential tasks.

Requirements
The Returning Officer provides the following information to the EVS system administrator:

1. an electoral roll containing the user ID and email address of each elector
2. the name of the election and election group (if there is one) and suggested short names for these
3. the user ID and email address of the returning officer

Given this information the system administrator will create the basic election framework and advise the returning officer upon completion (the process takes 5 minutes).

Managing an Election
From the web page at http://www.flinders.edu.au/compserv/evs/ choose Returning Officers and then login with your FAN and password.
Upon login you will be presented with a list of the elections for which you are the returning officer.

The elections are identified by short names such as *ebag*, which might be a referendum for the Enterprise Bargaining Agreement for instance. The second column indicates whether this is an election or a referendum (elections elect people to positions, referenda ask a question with a yes or no answer).
Some elections naturally occur in groups, such as elections for chair, secretary, board members for a single organisation. These are characterised by having identical electoral rolls and normally share the same start and end dates for voting. EVS allows you to group these together with a group name (such as the Tertiary Education Swimming Team in the example above, better known by its acronym TEST) and the displays are shaded to show the group connection. A group of elections must be managed by just one returning officer.

As an example, clicking on the *Choose* button produces
Election name: FMRC

Choose a different election

Phase 1: The Call for Nominations

- [Go] Build Election Details
- [Go] Upload Call for Nominations and Nomination Form (in PDF format)
- [Go] Add extra electors to electoral roll
- [Go] Send email to electoral roll that nominations are now open

Phase 2: Prepare for an Election

- [Go] Build Candidate Details
- [Go] Check electoral roll for FAN =
- [Go] View Nominations Page
- [Go] View Candidates Page
- [Go] View Voting Page
- [Go] Send email to electoral roll that the ballot is now open

Phase 3: Close of Ballot

- [Go] Export Ballots for Tallying

Phase 4: Advise Electorate of Result

- [Go] Send email to electorate

Phase 5: Archive and Delete the Election

- [Go] Archive the election result folder

Clicking on the Choose a different election button takes you back to the previous screen.

January 2007
This page is split up into a logical sequence of operations for conducting an election. As there are items of information which must be supplied at each stage it is important that the steps are followed in sequence.

Phase 1: The Call for Nominations

Choose *Build Election Details*.

Fill in the required details, choosing the date and time for nominations to open and close and then click on the *Save Nomination Details* button. If you decide not to proceed with this information at this stage you can simply click the *Back* button to return to the previous page.

If you save the nomination details the next screen confirms the opening date for nominations for this position. The EVS system ensures that the voting web page will include the details for this election on the date and time you specify and that it disappears again on the closing date.
The **Back** button takes you back to the main menu.

Before the call for nominations opens you will need to provide a call for nominations document (including a nomination form) in PDF format to be loaded onto the web server. You would have this ready on your desktop computer. An example of this is provided in Appendix A.

Choose **Upload Call for Nominations and Nomination Form**

First click the **Browse** button and it will open a window to your desktop files where you can choose your pdf file to be uploaded to the server, then click the **upload now** button.
If all goes well your file will be uploaded to the server into a subdirectory which has the same name as the election, then it's back to the main screen.

The electoral roll will have been automatically stored for this election by the systems administrator. As returning officer you can add late entries to the roll by choosing *Add extra electors to electoral roll.*

and you can loop around adding electors as many times as you wish. The additions to the electoral roll are all date stamped and annotated with the returning officer's ID to allow for auditing.

You can now advise the electoral roll of the opening times for this election by selecting *Send email to electoral roll that nominations are now open.*
If there are a large number of electors on the roll then the emails will be sent out in groups of 100 email addresses at a time.

**NOTE that the web address to direct voters to is**

http://www.flinders.edu.au/elections
Phase 2: Prepare for an Election

Choose Build Candidate Details.

If you attempt to fill in the candidate details before nominations have closed a warning message is provided but you are not prevented from proceeding (though this would be an unusual way to run an election!). Once the details are completed click Save Ballot Details.
Candidate statements can be cut and pasted from other documents and then click the Save Candidate Details button.
EVS Returning Officers

Election name: COACH

Choose a different election

Phase 1: The Call for Nominations

- Build Election Details
- Upload Cell for Nominations and Nomination Form (in PDF format)
- Add extra electors to electoral roll
- Send email to electoral roll that nominations are now open

Phase 2: Prepare for an Election

- Build Candidate Details
- Check electoral roll for FAN = [ ]
- View Nominations Page
- View Candidates Page
- View Voting Page
- Send email to electoral roll that the ballot is now open

Examples of the pages produced by clicking the next four buttons follow:
Check electoral roll for FAN = lodg0042

lodg0042 is not currently on the electoral roll.
EVS Returning Officers

Coach of the Backstroke Underwater Golf Team

Nominations

At the close of nominations for this election, there were two candidates standing for one position for a term of office from 1 January 2008 to 31 December 2008. As the number of candidates exceeds the number of positions available, a ballot will be held.

Candidates in the election

DUCKS MALONE

MARY JONES

The order of the candidates' names has been determined by lot in the presence of scrutineers.

The Roll for this election is

All staff and students of the University

Voting

If you are unable to vote in this election and believe that you should be on the electoral roll please contact Davy Jones by telephone on 8209-4798 or by email.

Votes must be cast by 5:00pm Monday 31 December 2007. Any votes cast after that time will not be counted in the election.

Davy Jones
Returning Officer
EVS Returning Officers

Coach of the Backstroke Underwater Golf Team

Personal Statements of Nominated Candidates

DUCKS MALONE
Biology

Show me the money!

MARY JONES
Law

I think we should field a team of lawyers!

Back
And finally you can use the last button to send email to the electoral roll to advise them of the opening of the ballot and direct them to the voting web page.
Phase 3: Close of Ballot
Click on the Export Ballots for Tallying button. If voting has not yet closed . . .

but if it has . . .

The votes are formatted and written to the tally file on the server. The tally file name is composed of the short name of the election coach, the word tally, and file extension .chp for input to the ChoicePlus tallying program. You should now advise the EVS system administrator that the election results are to be tallied. The output from this process consists of a number of web pages summarising the count and presenting the final results. Plain text file summaries are also produced. The results would normally be emailed as attachments to the returning officer for promulgation.

Phase 4: Advise Electorate of Result
Once the results of the election have been supplied to the Returning Officer they can be advised to the electorate by email.

Phase 5: Archive and Delete the Election
Once you are satisfied with the election process the tally file can be archived by selecting Archive the election result folder. Once you do this you have no further access to the election pages seen above and all candidate and voting records are destroyed. Only the tally file is retained.

Part II - Referenda
The process for running a referendum is very similar and the following pictures display each of the pages which you will need to complete. Once again the order in which you do this is important and is therefore broken into consecutive steps.
EVS Returning Officers

Referendum name: APS

Choose a different referendum

Phase 1: Prepare Referendum

- Go Build Referendum Details
- Go Check electoral roll for FAN = [ ]
- Go Add extra electors to electoral roll
- Go View Referendum Page
- Go Send email to electoral roll that the referendum is now open

Phase 2: Close of Ballot

- Go Export Ballots for Tallying

Phase 3: Notify Electorate of Result

- Go Send email to electorate

Phase 4: Archive and Delete the Referendum

- Go Archive the referendum result folder

Logout
# EVS Returning Officers

**Short referendum name = APS**

<table>
<thead>
<tr>
<th>Referendum Name</th>
<th>Acknowledging Postgraduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referendum Statement</td>
<td>All staff must acknowledge Postgraduate Students by a courteous nod and a tug of the forelock (bald staff of either gender are exempt from the latter)</td>
</tr>
<tr>
<td>Approval Statement</td>
<td>I have read the referendum statement and my vote is</td>
</tr>
<tr>
<td>Postamble to YES vote</td>
<td>I agree</td>
</tr>
<tr>
<td>Postamble to NO vote</td>
<td>I do not agree</td>
</tr>
<tr>
<td>Name of Returning Officer</td>
<td>Mavis Brampton</td>
</tr>
<tr>
<td>Name of person to resolve electoral roll issues</td>
<td>Mavis Brampton</td>
</tr>
<tr>
<td>Their contact phone number</td>
<td>8301 5823</td>
</tr>
<tr>
<td>Their email address</td>
<td><a href="mailto:mavis.b@flinders.edu.au">mavis.b@flinders.edu.au</a></td>
</tr>
<tr>
<td>Date ballot opens</td>
<td>Day (dd) 31, Month (mm) 08, Year (yyyy) 2007</td>
</tr>
<tr>
<td>Time ballot opens</td>
<td>Hour (hh) 12, AM/PM, Minute (mm) 00</td>
</tr>
<tr>
<td>Date ballot closes</td>
<td>Day (dd) 28, Month (mm) 12, Year (yyyy) 2007</td>
</tr>
<tr>
<td>Time ballot closes</td>
<td>Hour (hh) 5, AM/PM, Minute (mm) 00</td>
</tr>
<tr>
<td>Definition of electoral roll</td>
<td>All postgraduate students may vote, staff are explicitly excluded.</td>
</tr>
</tbody>
</table>

[Save Referendum Details]
Election/Referendum Groups
If a set of elections are grouped together then the process to be followed is the same as above. Just work your way through each of them in turn. Note that any additions you make to the electoral roll will be applied to all elections in the group at once.

Logout
Once you have finished please click the Logout button to prevent any subsequent users of the workstation from accessing or changing your work.
Appendix A

The Flinders University of South Australia

Faculty of xxxx

Call for Nominations

Election of a Postgraduate Student in the Faculty of xxxx to the Faculty Courses and Curricula Committee.

The Faculty of xxxx is seeking a postgraduate student representative to hold office for one year as a member of the Faculty Course and Curricula Committee.

The Composition of the Faculty Courses and Curricula Committee is:

- Head of Faculty (Chair)
- Head of AOU or nominee
- Faculty Registrar or Nominee
- 3 members of the academic staff of the Faculty appointed by the Faculty Board on the basis of their expertise and interest in course development
- 1 student enrolled in an undergraduate course offered by the Faculty
- 1 student enrolled in a postgraduate course offered by the Faculty

The Terms of Reference of the Faculty Courses and Curricula Committee are available on the web at:


Nominations are now invited for the election of a postgraduate student in the Faculty to membership of the Faculty Courses and Curricula Committee for a term of one year. Nominations must be made on the nomination form below, and must bear the signatures of a nominator and a seconder, both of whom shall be postgraduate students of the Faculty, and the written consent of the nominee to the nomination.

Nominations must be lodged with the Returning Officer, Room yyy, Faculty of xxxx, zzzz Building, not later than 12 noon on Monday 16 April 2007. To avoid any possibility of nominations going astray in the mail, candidates are advised to deliver their nominations by hand. Nominations which are not in the hand of the Returning Officer by the above deadline will not be included in the ballot.

If the number of candidates exceeds the number of vacancies and a poll is necessary, members of the electoral roll will be informed of the arrangements for the election. As part of the election process, candidates may submit a written personal statement of not more than two hundred and fifty words.
which, if lodged with the Returning Officer by 12 noon on Monday 16 April 2007, will be available with the ballot paper.

Nominees should note that, in the interests of equity, if a statement exceeds 250 words, only the first part of the text up to this limit will be published.

Mary Contrary
Returning Officer

Elections for Members of the Faculty Courses and Curricula Committee

30 March 2007
THE FLINDERS UNIVERSITY OF SOUTH AUSTRALIA

FACULTY OF xxxx

ELECTION OF ONE POSTGRADUATE STUDENT OF THE FACULTY TO THE FACULTY COURSES AND CURRICULA COMMITTEE

NOMINATION FORM

I ........................................................................................., a postgraduate student in the Faculty of xxxx, nominate, and

I ............................................................................, a postgraduate student in the Faculty of xxxx, second the nomination of

..................................................................................................................

for election as a member of the Courses and Curricula Committee of the Faculty of xxxx.

Signature of nominator ............................................ Date ......................

Signature of seconder ................................................ Date ......................

I ..........................................................................................................

confirm that I am a postgraduate student of the Faculty of xxxx and consent to my nomination for election as a member of the Courses and Curricula Committee of the Faculty of xxxx.

Signature ................................................................. Date ......................