**Online Election Request Form**

**Please complete the following form to get the process started with running an online election for your society/group. The Chief Returning Officer of the MSU will follow up with you through email to finalize the details.**

*This form needs to be submitted via pdf to* [*elections@msu.mcmaster.ca*](mailto:election@msu.mcmaster.ca) *a minimum of 2 weeks before the start date of your election in order for there to be an adequate amount of time to prepare.*

**Contact Information**

**Election contact name (e.g., Tim McMaster, Chief Returning Officer):**

**Election contact email (e.g.,** [**cro@themsss.com**](mailto:cro@themsss.com)**):**

**Election contact society/group (e.g., McMaster Sciences Society MSS):**

**Election Information**

**Election Name (e.g., 2022 MSSS VP Finance Election):**

**Start date (yyyy-mm-dd):**

**Start time (24:00 format):**

**End date (yyyy-mm-dd):**

**End time (24:00 format):**

**Electors**

**Who is the voting demographic? Please be as specific as possible by determining whether the electors will be Part-Time vs. Full-Time, All-Years vs. Specific Years, Including Co-Op Students vs. Not Including Co-Op Students, Faculty vs. Program.**

*Example: All Full-time Undergraduate Students in the Faculty of Social Science including those on co-op for the MSSS Presidential Election.*

\*\* If running multiple elections with different electors, please specify each separately (1st Election: All Soc Sci Students, 2nd Election: Only 1st Year Soc Sci, 3rd Election: Only 2nd Year Soc Sci, etc):

**Questions**

**Please specify the question you’d like to be asked on the ballot. You can add & run as many questions in your election as you wish:**

**Question options**

**Options are the candidates or answers which electors may vote for. You can add as many as you wish. Please also indicate which candidates/answers belong to which question.**

**\*Do not fill in the form before having a list of candidates.**

**Number of winners**

**How many people can win in your election?** *Example: If only one position available then one winner, however, if two positions available, then two winners.*

**Type of voting system (only check one of the following):**

* Plurality (most vote wins)
* Preferential (rank each option)
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (to be discussed)

**Option of abstaining?**

* Yes
* Yes with abstain as an explicit option
* No

**Email blasts**

We can send out one mass email to eligible electors per day. Eligible electors do not need an email to vote. They can log into the voting platform using their Mac ID to access their ballot.

* Yes, I would like eligible electors to receive an email blast.
* No, I would not like eligible electors to receive an email blast.

**Agreement:**

In order to help faculty societies and other campus groups run transparent, accessible, and affordable elections, the MSU Elections Department is able to host and administer online elections.  
  
1. We will be administering the online voting component of the election for you; you will not be given direct access to SimplyVoting for set up.  
  
2. Polling times cannot be extended, so plan to poll for as long as you need to reach quorum.  
  
3. We can send out one mass email to eligible electors per day.  
  
4. Ballots are held either preferentially or with a plurality or simple majority system.  
  
What we provide:  
- Voter list from the Registrar  
- Set up for the election  
- Mass email to all eligible voters  
- Monitoring while the election is occurring  
  
What we need:  
- Voter eligibility information  
- Voting date and time  
- Exact wording of questions and options/candidates  
  
An election can have as many different questions as you want, serving as many sub-groups within your faculty as you need.

* **I agree to the above terms and conditions.**

**Payment**

**The price for this service is $150 per election. To pay this fee, please pay in-person in the MSU office (MUSC 201) or through contacting the MSU Accounting Department** ([receivables@msu.mcmaster.ca](mailto:receivables@msu.mcmaster.ca)).

* **I agree to pay the MSU Elections Department $150 and understand that my request is not considered complete until the Elections Department receives a receipt or notification of my payment.**

**Please email this completed form via pdf to** [**elections@msu.mcmaster.ca**](mailto:elections@msu.mcmaster.ca) **2 weeks prior to the start of the election date.**