

CIVS Voting System

When there is a need to vote on project leadership roles it is recommended to use the Condorcet Internet Voting Service ([CIVS](#)) system from Cornell University. The process for each leadership role election will be outlined within the Community Governance wiki page. The Election Coordinator designated would follow the process outlined for each leadership role.

How to set up CIVS voting:

- Select "Create A Poll" in the upper right hand corner and fill out the form, selecting the options, and end date/time you want (be specific including time zone) for the poll.
- For simplicity, keep the "Completion Method" at the default, select detailed ballot reporting but leave the results anonymous.
- Have the results of the poll visible to all who receive an invitation to vote.
- Describe the election "Sub-Committee Name Chair Election" for example, then specify the candidates.
- After you have completed the form, an email will be sent to you, the "Voting Coordinator", with a link you need to actually start and send the poll.
- Once the Poll is started go back to the "Poll Control" page and enter the email address of all eligible voters and invite them to vote.
- That's all there is to it. The email invitations will be sent to the voters you have included.

How to end CIVS voting:

- When the end-time comes, go back to the "Poll Control" webpage and close the poll. Set a reminder for yourself to do this, it will not end automatically.
- Once that is done you can see the results of the election.
- Send an email to the applicable group mail list indicating the election has concluded and indicate the winner. Along with any other specific leadership role election process requirements.
- There is a link on the invitation to vote, that points to the election results as well.

Lastly, please record the election results on the [Voting Results History](#) page when completed.