

ESC Office for Working Groups Support for On-line voting process

Why are elections moving towards online?

Until now, votes used to take place during the ESC congress, at the WG stand.

- Members had to go to the stand and this is difficult to control
- Paper bulletin were used
- Manual counting represented an important workload

Moving to electronic vote is a major step for WGS

- Easy and rapid implementation
- Ensure respect of democratic process
- Candidates can vote from their office
- Vote can take place at any time during the year
- It is in line with the overall ESC strategy to enhance online tools

How to proceed?

Please read hereafter the detailed procedure to follow.

It explains who (Chair or ESC Office for WG) does what and gives an overview of the timeline needed.

Six steps have been identified and described in the tables below.

1. Announce one or several vacancies to WG members - Call for candidates
2. Collect candidacies
3. Review & validate applications – Inform candidates
4. Announce candidates & explain voting process to all WG members
5. Online Vote
6. Results

A timeline and appendices are also proposed

1. Announce one or several vacancies to WG members - call for candidates

This phase can take up to 1 week

item	Chair	ESC Office for WG
Draft letter (see template appendix 1 to cover all items needed: deadline, required profile, additional document....)	X	Advise on deadlines
Send letter to ALL WG members		X Done on behalf of the WG chairperson

2. Collect candidacies

This phase can take up to 2 weeks

item	Chair	ESC Office for WG
Collect responses & ensure all required documents are attached to applications. Send receipt to candidates to validate their applications. Refuse applications after deadline		X
Send all applications to chair and nucleus		X

3. Review & validate applications – Inform candidates

This phase can take up to 1 week

item	Chair	ESC Office for WG
Evaluation of candidates with respect of WG internal rules (geographical representation, limited number of candidates...)	X With all nucleus members (can be done during a nucleus meeting or by email – or – using a collaboration site)	Can provide some help in setting a collaboration site
Inform ESC Office for WGs about selected/rejected candidates	X	
Send a letter accepted / rejected candidates, see template appendix 2		X Done on behalf of the WG chairperson

4. Announce candidates & explain voting process to all WG members

This phase can take up to 1 week

item	Chair	ESC Office for WG
Set up online voting form & test it with WG chair		X
Draft message to all members to announce candidates and explain rules for online vote see template appendix 3	x	Advise on deadlines
Send message to ALL WG members		X Done on behalf of the WG chairperson

5. Online Vote

This phase can take up to 3 weeks

item	Chair	ESC Office for WG
Regular status on vote (anonymous extract of the results)		X Sent to the WG chairperson
According to results & if necessary, a reminder will be sent to members & the deadline will be delayed (up to one week)		X

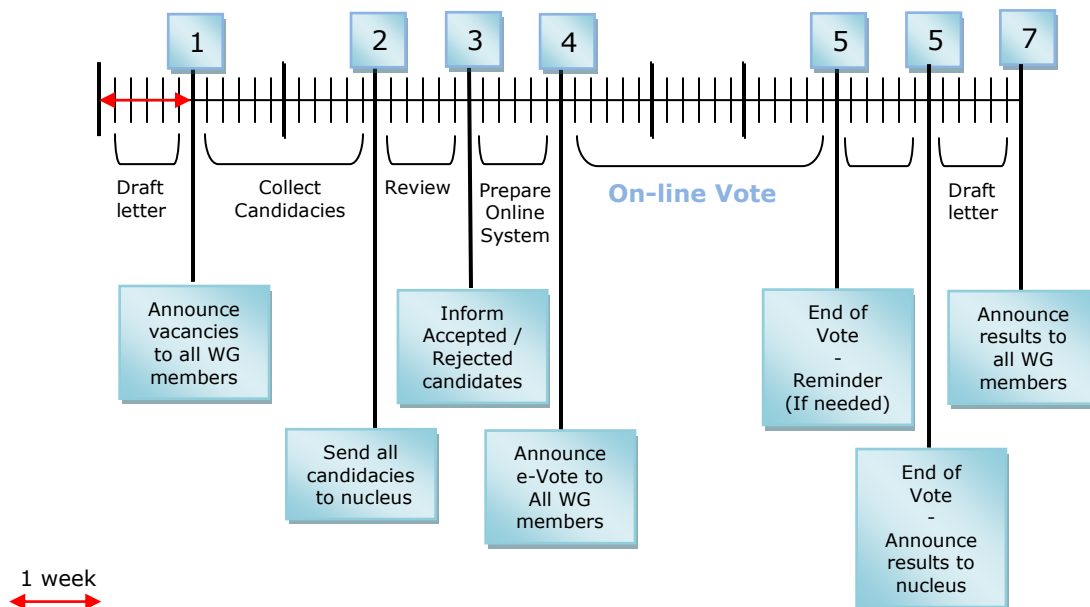
6. Results -

This phase can take up to 2 weeks (if reminder is needed)

item	Chair	ESC Office for WG
Close online vote & announce results to chair		X
Draft message to members to announce final results	X	
Send message to members on behalf of WG Chair see template appendix 4		X

7. TIME LINE

Overall, the vote can last up to 10 weeks.



8. APPENDICES : EXAMPLES OF LETTERS

NB : Appendices are only examples of letters used for online voting. Feel free to provide your own input.

- Appendix 1 : Call for candidates
- Appendix 2 : Inform candidates about nucleus decision
- Appendix 3 : Announce candidates & launch online vote
- Appendix 4 : Announce candidates to members

In the examples below, the text highlighted in yellow needs to be updated with your specific WG input.

APPENDIX 1: Call for candidates

Example of text:

[WG LOGO]

Dear Working Group member,

We are pleased to announce [N°] vacancies in our Nucleus and would like to invite candidates for these positions. All members of the WG are invited to apply. The Nucleus of the WG will bring to the vote of the WG members up to [N° of candidates] who will be elected by a simple majority vote.

[Name of persons stepping down] completed their mandate and on behalf of all of you I would like to thank them for all the energy and commitment that they invested in our activities.

We now need equally motivated applicants to carry out their excellent work.

The current WG Nucleus composition is as follows:

Chairman: [Title Surname Name, from town, Country]

Vice-chairman: [Title Surname Name, from town, Country]

Vice-chairman: [Title Surname Name, from town, Country]

Past-Chairman: [Title Surname Name, from town, Country]

Secretary: [Title Surname Name, from town, Country]

Treasurer: [Title Surname Name, from town, Country]

Web editor: [Title Surname Name, from town, Country]

Members: [Title Surname Name, from town, Country]

As recommended by the ESC, if at all possible, we believe it would be important for the WG Nucleus to have representatives from different geographical areas and fields of research.

Please note that the deadline for application is [date].

The online voting process will take place shortly and will be coordinated and summarized by the ESC professional team.

Please fill out the attached application form and return it to the ESC Office for Working Groups (workinggroups@escardio.org) by [date].

Thank you for your willingness to participate in the work of the Nucleus

Sincerely

ESC Office for WG, on behalf of
[Surname Name], *Chairman*

Example of text:

[WG LOGO]

ESC WG on [WG name]

Application Form for Nucleus Membership - [year YYYY]

Date:

Name:

Year of Birth:

Academic Title and Affiliation:

Place of work & Professional position:

Address:

Email:

Tel/Fax:

Specialty (Specialties):

Year you joined our WG (if this detail available):

Previous experience in professional societies:

Fields in which you would like to be specifically active if elected as a Nucleus member:

Candidates must be a member of the WG on [name of the WG],

Please send this application to the ESC Office for Working Groups (workinggroups@escardio.org) together with a short CV of one page, list of publications and a letter of support from a member of our Nucleus or of our WG outside from the Institution in which you work

Sincerely

ESC Office for WG, on behalf of
[Surname Name], *Chairman*

APPENDIX 2: Inform candidates

Example of text:

Dear Candidates,

On behalf of [name of chair] Chairman of the WG [name of the WG], I would like to thank you for submitting your candidacy which was evaluated by the Nucleus of the WG. I'd also like to inform you about the election process that has been discussed and approved by the whole nucleus during their meeting in [date & place].

It has been unanimously decided that in accordance to the proposal of the ESC to give priority to scientific and geographic representation in the Nucleus, no country should have more than 2 representatives in the Nucleus.

Optional:

Unfortunately some outstanding candidates were from countries already represented by 2 members in the Nucleus. Therefore these candidates, originating from either [country A or country B], were not included in the voting process of election of the candidates to be brought to the voting of the general membership.

I am pleased to announce that the [N°] eligible candidates, elected by a secret ballot of the Nucleus members, for the [N°] opened positions are (in alphabetical order):

Candidate 1: [Title Surname Name, from town, Country]

Candidate 2: [Title Surname Name, from town, Country]

Candidate 3: [Title Surname Name, from town, Country]

.....

On-line elections will take place during [month A] and should end by early [month B]

- All voters (WG members) will receive the list of candidates as well as their profiles (CV & Publications only)
- All WG members will be asked to vote for two candidates
- The new members for the 2 positions will be considered those who receive the highest number of votes
- The results, including the distribution of the votes among the candidates, will be announced by the ESC team coordinating the voting process

Best regards

ESC Office for WG, on behalf of
ESC Office for WG, on behalf of
[Surname Name], *Chairman*

APPENDIX 3 : Announce candidates & launch online vote

Example of text:

Dear Members,
Dear Friends and Colleagues

In accordance with the ESC policy which was endorsed by the Working Group Nucleus, priority should be given during election of new *Nucleus members* to both geographical and scientific field representation. The decision had been taken at this meeting that there should be no more than two members from any country on the Nucleus at any one time.

We would like to invite you to vote for [N°] new members of the Nucleus of our Working Group. We are delighted to report that this election has attracted many excellent candidacies and we are now asking you to choose [N°] of the [N°] candidates whose names appear in alphabetical order.

Candidate 1: [Title Surname Name, from town, Country]

Candidate 2: [Title Surname Name, from town, Country]

Candidate 3: [Title Surname Name, from town, Country]

.....

The vote through an online system will be opened until [date].

I hope very much that you will participate in this election process and give your colleagues the support they deserve.

Please note that:

- The CVs of all candidates are attached to this email
- Please click [here] to access the online voting form
- Please select 2 candidates by clicking on the box beside their names

Your vote will be counted centrally by the ESC and the names of the two new nucleus members will be communicated by [date].

I thank you for your participation in this process.

Best Regards,
ESC Office for WG, on behalf of
[Surname Name], *Chairman*

9. APPENDIX 4: Announce results to members (Example)

Example of text:

Dear friends & colleagues

I am very pleased to announce that [Title Surname Name, from town, Country], [Title Surname Name, from town, Country] and [Title Surname Name, from town, Country]..... have been elected to the nucleus of our working group –

They will join the nucleus as of [date].

Please join me in welcoming them.

I would like to thank those of you who have engaged in this process.
With my best wishes

ESC Office for WG, on behalf of
[Surname Name], *Chairman*