

# European Movement International

## Federal Assembly Election Guide – 19 November 2020

**This document will walk you through the election procedure for selecting:**

- |   |                          |
|---|--------------------------|
| - President   | <i>One (1) seat</i>      |
| - Treasurer   | <i>One (1) seat</i>      |
| - Vice Presidents representing National Councils          | <i>Three (3) seats</i>   |
| - Vice Presidents representing International Associations | <i>Three (3) seats</i>   |
| - Board Members   | <i>Twelve (12) seats</i> |

For this year's elections, we will be using election software called **Choice Voting**. This software is easy to use and adheres to the election rules laid out in the Internal Rules (Articles 23-24). Per the articles, we use the Single Transferable Vote (STV) system, specifically the Newland/Britton rules (aka ERS97).

See the next page for a brief walkthrough of the election procedure.

Continue for an in-depth walkthrough with step-by-step instructions and screenshots.

**PLEASE USE A LAPTOP/COMPUTER FOR THIS PROCESS.**

**IMPORTANT:** Because the position for **PRESIDENT** is unopposed, the procedure for voting for **PRESIDENT** is slightly different from the other positions.

Please note the differences as you proceed and follow the instructions accordingly.

## THE ELECTION PROCESS – Step-by-step guide to voting

*Brief written instructions followed by a more detailed guide with screenshots.*

### In brief:

- 1) When the election begins, you will receive an email from [noreply@choicevoting.co.uk](mailto:noreply@choicevoting.co.uk) with the subject line “**Election Login Details.**”
- 2) Click the button in the email that reads “**Click Here to Vote**”.
- 3) You will be taken to a webpage to log into Choice Voting. Your username and password will be preloaded – just click “**Login**”.
- 4) You must vote for each position in order – President, Treasurer, Vice President (National Councils), Vice President (International Associations). Navigating to another position prematurely will automatically attempt to submit your vote.
- 5) For the position **President**, there will be three options in the column on the right side of the screen: Yes, No, Abstain. Select ONE (1) choice. Your choice will move to the left column. When you have made your choice, click the green button that reads “**Submit Votes for (President)**”. You will receive a confirmation email immediately after submitting.
  - *If the submit button is not green and you cannot click it, this means you have selected too many or too few options. You must choose **one** of the three options to continue.*

**MAKE CERTAIN OF YOUR CHOICE BEFORE SUBMITTING. YOU WILL NOT BE ABLE TO CHANGE YOUR VOTE.**

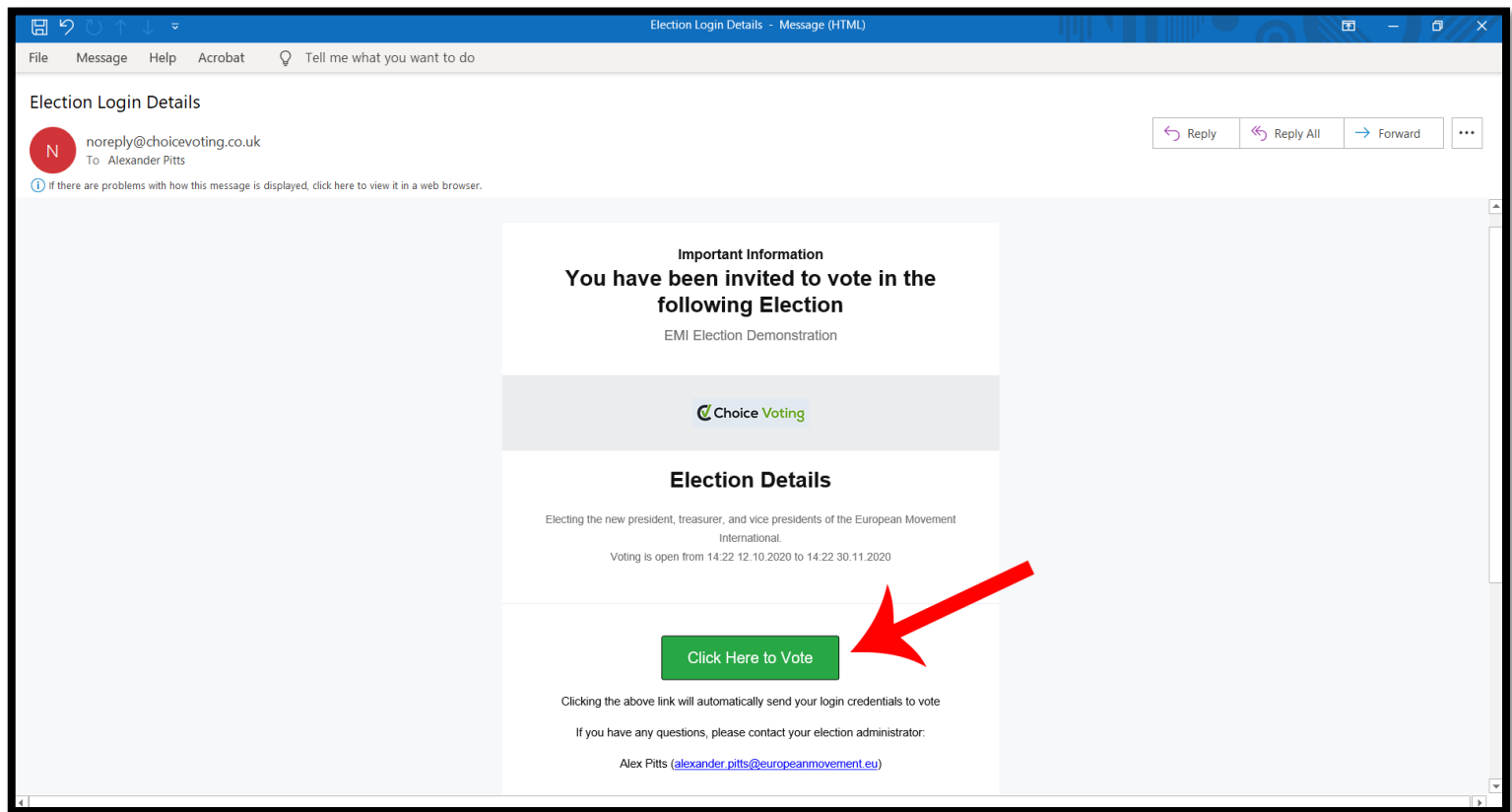
- 6) For the position **Treasurer**, you will see all of the candidates for this position listed in the column on the right. You must select **all** candidates to move them to the left column. Each will be ranked with a number in green. Use the arrow buttons on the candidate to rank them in order of your preference. **You must rank all candidates.** When they are ranked according to your preference, you may click the green button that reads “**Submit Votes for (Treasurer)**”. You will receive a confirmation email immediately after submitting.
  - *If the submit button is not green and you cannot click it, this means you have not ranked all of the candidates. You must select **all** candidates and rank them to continue.*

**MAKE CERTAIN OF YOUR CHOICE BEFORE SUBMITTING. YOU WILL NOT BE ABLE TO CHANGE YOUR VOTE.**

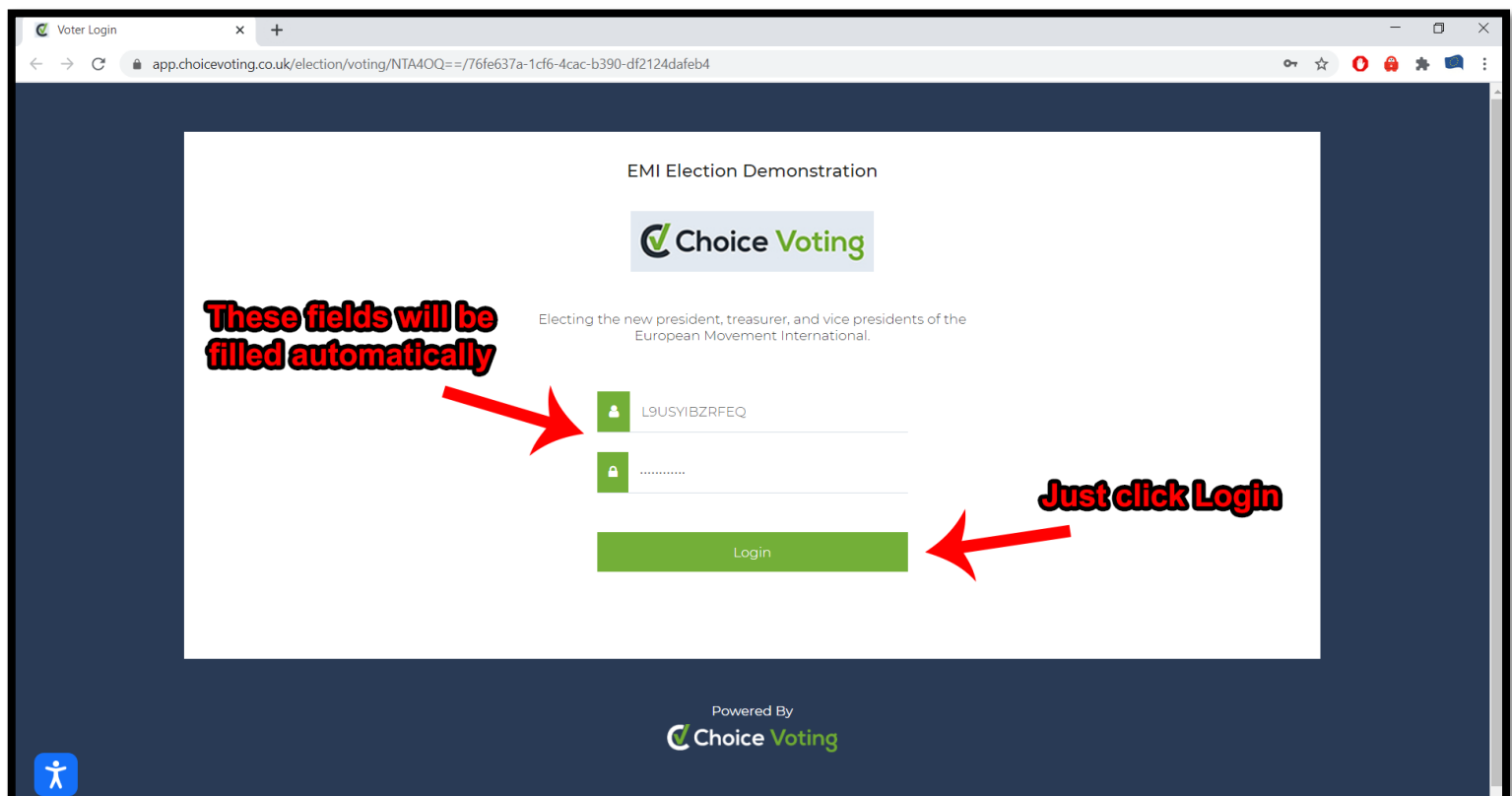
- 7) The procedure for Vice Presidents and the Board is the same as for Treasurer. Repeat accordingly.
- 8) **MAKE CERTAIN OF EACH CHOICE BEFORE SUBMITTING. YOU WILL NOT BE ABLE TO CHANGE YOUR VOTE.**

## In-depth guide – with screenshots

- 1) When the election begins, you will receive an email from [noreply@choicevoting.co.uk](mailto:noreply@choicevoting.co.uk) with the subject line “**Election Login Details.**”
- 2) Click the button in the email that reads “**Click Here to Vote**”.



- 3) You will be taken to a webpage to log into Choice Voting. Your username and password will be preloaded – just click “**Login**”.



4) You must vote for each position in order:

- 1) President
- 2) Treasurer
- 3) Vice President (National Councils)
- 4) Vice President (International Associations).

Navigating to another position prematurely will automatically attempt to submit your vote.

Only navigate to the next position AFTER submitting your vote.

The screenshot shows the Choice Voting website interface. On the left, a navigation menu lists four positions: President (1), Treasurer (2), Vice President - National Councils (3), and Vice President - International Associations (4). A red circle highlights this menu. The main content area shows the current position is President, with a message that ARTHUR CURRY is running unopposed. A 'Submit Votes for ( President )' button is circled in red. The candidate list includes 'No - Arthur Curry', 'Abstain', and 'Yes - Arthur Curry'.

**You must vote in this order**

**Navigating to the next position will submit your vote automatically**

**Only move to the next position AFTER submitting your vote**

**IMPORTANT:** Because the position for PRESIDENT is unopposed, the procedure for voting for PRESIDENT is slightly different from the other positions.

Please note the differences as you proceed and follow the instructions accordingly.

5) For the position **President**, there will be three options in the column on the right side of the screen: Yes, No, Abstain. Select ONE (1) choice. Your choice will move to the left column. When you have made your choice, click the green button that reads **“Submit Votes for (President)”**. You will receive a confirmation email immediately after submitting.

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

ARTHUR CURRY is running unopposed for this position.

EMI Election Demonstration

President

Submit Votes for ( President )

**For PRESIDENT, select ONE of these options by clicking:**

Selected Candidates

Select a candidate from the list on the right.  
To remove the candidate, click on it again.

All candidates

- No - Arthur Curry  
Read manifesto
- Abstain  
Read manifesto
- Yes - Arthur Curry**  
Read manifesto

Click **“Read manifesto”** for more information about the candidate

You may find more information about any candidate by clicking the **“Read manifesto”** icon.

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

ARTHUR CURRY is running unopposed for this position.

EMI Election Demonstration

President

Submit Votes for ( President )

**Example of “manifesto” - further candidate information**

Close

✓ Yes - Arthur Curry  
President

Vote YES  
Candidate: Arthur Curry  
Position: President, European Movement International  
Unopposed

You will not be able to continue if you have not filled out your ballot appropriately.

If the submit button is not green and you cannot click it, this means you have selected too many or too few options. You must choose **one** of the three options to continue.

ARTHUR CURRY is running unopposed for this position.

EMI Election Demonstration  
President

Selected Candidates

- Yes - Arthur Curry  
Read manifesto ⓘ
- No - Arthur Curry  
Read manifesto ⓘ

All candidates

- Abstain  
Read manifesto ⓘ

Submit Votes for ( President )

**YOU CAN NOT SUBMIT IF YOU SELECT MORE THAN ONE OPTION**

ARTHUR CURRY is running unopposed for this position.

EMI Election Demonstration  
President

Selected Candidates

Select a candidate from the list on the right.  
To remove the candidate, click on it again.

All candidates

- Yes - Arthur Curry  
Read manifesto ⓘ
- No - Arthur Curry  
Read manifesto ⓘ
- Abstain  
Read manifesto ⓘ

Submit Votes for ( President )

**YOU CAN NOT SUBMIT IF YOU SELECT LESS THAN ONE OPTION**

## YOUR BALLOT SHOULD LOOK LIKE THIS BEFORE SUBMITTING:

(With your choice, of course – you may select any one option)

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

President

Treasurer

Vice President - National Councils

Vice President - International Associations

EMI Election Demonstration

President

Selected Candidates

Yes - Arthur Curry  
Read manifesto

All candidates

No - Arthur Curry  
Read manifesto

Abstain  
Read manifesto

**CLICK HERE to submit**

Submit Votes for ( President )

**Your ballot should look like this before submitting**

**MAKE CERTAIN OF YOUR CHOICE BEFORE SUBMITTING. YOU WILL NOT BE ABLE TO CHANGE YOUR VOTE.**

- 6) For the position **Treasurer**, you will see all of the candidates for this position listed in the column on the right. You must select **all** candidates to move them to the left column.

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

President **VOTED**

Treasurer

Vice President - National Councils

Vice President - International Associations

EMI Election Demonstration

Treasurer

Selected Candidates

Select a candidate from the list on the right.  
To remove the candidate, click on it again.

All candidates

Diana Prince  
Read manifesto \*click\*

Oliver Queen  
Read manifesto \*click\*

Bruce Wayne  
Read manifesto \*click\*

**You must select ALL candidates to continue**

Submit Votes for ( Treasurer )

Each will be ranked with a number in green. Use the arrow buttons on the candidate to rank them in order of your preference. **You must rank all candidates.**

**Rank 1** is your **first preference**, 2 is your second preference, and so on.

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

President **VOTED**

Treasurer

Vice President - National Councils

Vice President - International Associations

EMI Election Demonstration

**Treasurer**

Submit Votes for ( Treasurer )

Selected Candidates

All candidates

Now use the arrow buttons to **RANK** them in order of your preference

\*click\*

\*click\*

Move them up or down until they are in your order of preference

When they are ranked according to your preference, you may click the green button that reads **"Submit Votes for (Treasurer)"**. You will receive a confirmation email immediately after submitting.

*If the submit button is not green and you cannot click it, this means you have not ranked all of the candidates. You must select **all** candidates and rank them to continue.*

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

President **VOTED**

Treasurer

Vice President - National Councils

Vice President - International Associations

EMI Election Demonstration

**Treasurer**

Submit Votes for ( Treasurer )

Selected Candidates

All candidates

When you are satisfied with your ranking, **SUBMIT** your vote.

**ALL** candidates must be ranked in order to proceed.

**Double-check** your ranking before you continue.

**MAKE CERTAIN OF YOUR CHOICE BEFORE SUBMITTING. YOU WILL NOT BE ABLE TO CHANGE YOUR VOTE.**

7) The procedure for Vice Presidents and the Board is the same as for Treasurer. Repeat accordingly.

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

President **VOTED**

Treasurer **VOTED**

Vice President - National Councils

Vice President - International Associations

EMI Election Demonstration

Vice President - National Councils

Submit Votes for ( Vice President - National Councils )

Selected Candidates

Select a candidate from the list on the right. To remove the candidate, click on it again.

All candidates

Barry Allen  
Read manifesto **\*click\***

Dinah Lance  
Read manifesto **\*click\***

John Stewart  
Read manifesto **\*click\***

Carol Ferris  
Read manifesto **\*click\***

Clark Kent  
**\*click\***

**First select ALL candidates by clicking:**

Choice Voting

Welcome ( Alex Pitts ) - Logout after voting

President **VOTED**

Treasurer **VOTED**

Vice President - National Councils

Vice President - International Associations

EMI Election Demonstration

Vice President - National Councils

Submit Votes for ( Vice President - National Councils )

Selected Candidates

Kate Kane  
Read manifesto 1

Clark Kent  
Read manifesto 2

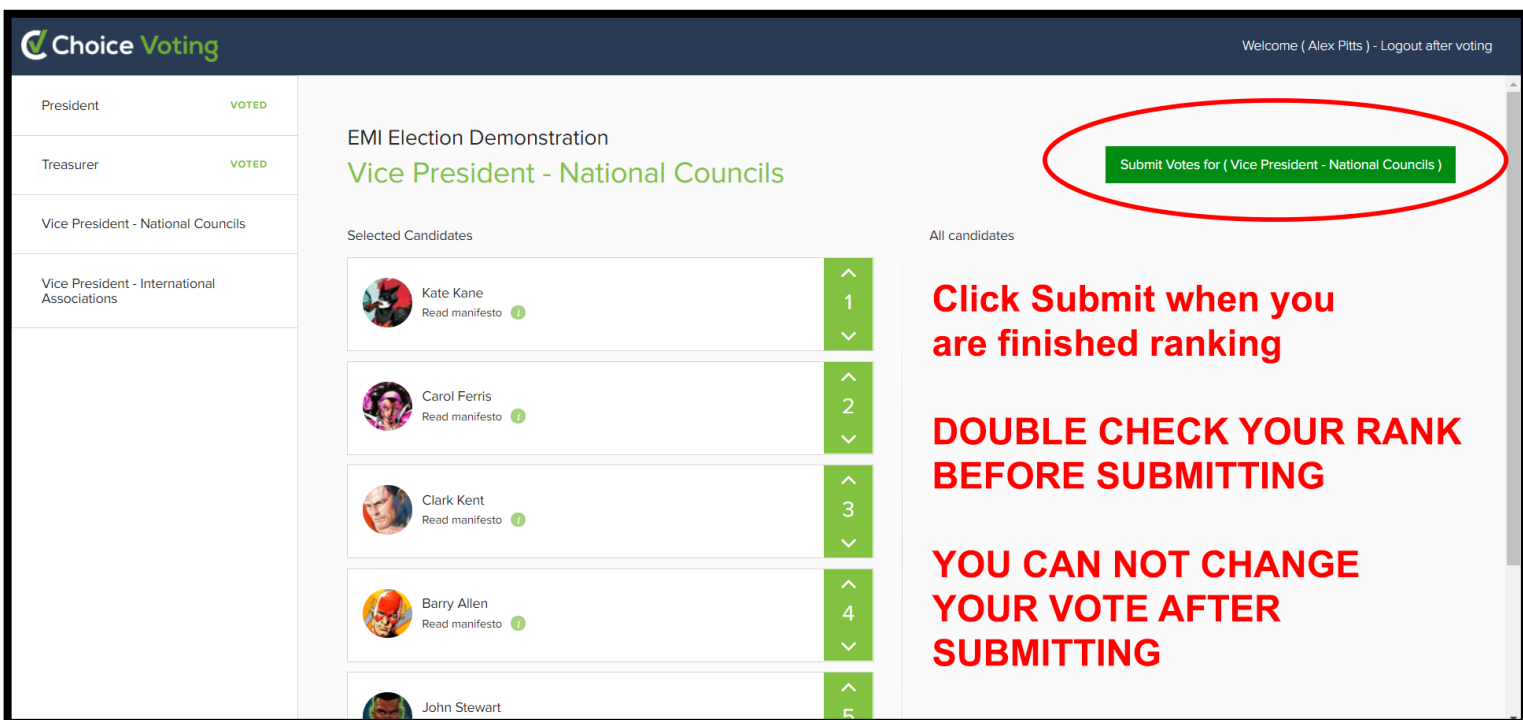
Carol Ferris  
Read manifesto 3 **\*click\***

John Stewart  
Read manifesto 4 **\*click\***

Barry Allen  
5

**Rank them in order of your preference**

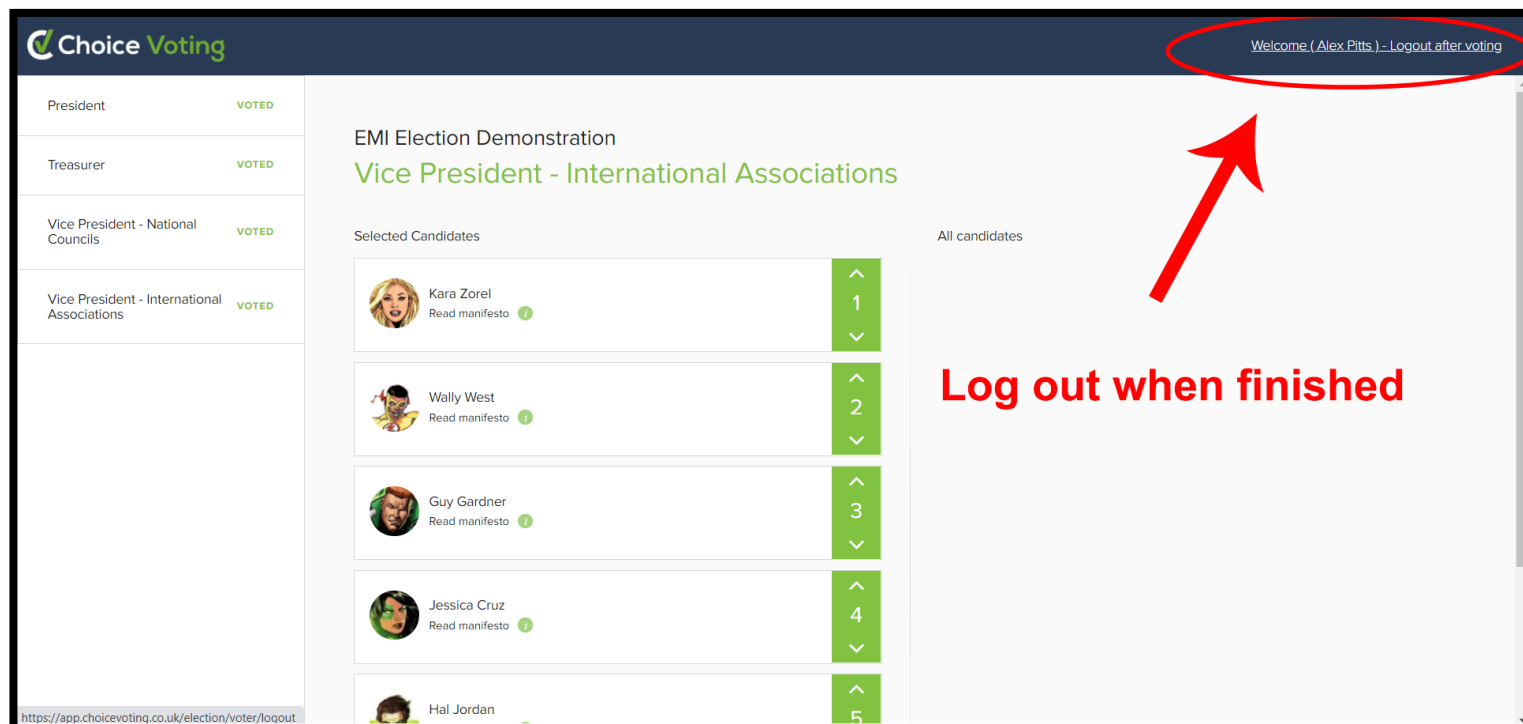
**Use the up and down arrow buttons to rank**



8) Do the same for the final category.

9) MAKE CERTAIN OF EACH CHOICE BEFORE SUBMITTING. YOU WILL NOT BE ABLE TO CHANGE YOUR VOTE.

10) When you are done voting, click "Logout after voting" or simply close the window.



11) This ends the voting procedure. Repeat the same methodology for electing Board Members.