

PROCEDURE FOR ELECTIONS ONLINE BY THE USE OF ELECTRONIC VOTING

Considering that IOCARIBE Member States cannot hold in-person meetings due to the most exceptional circumstances caused by COVID-19, and that at every biennial meeting of the Subcommittee a new Board of Officers should be elected, and that in case there are more candidates than seats in the Board, elections should be called and effected by the use of electronic voting.

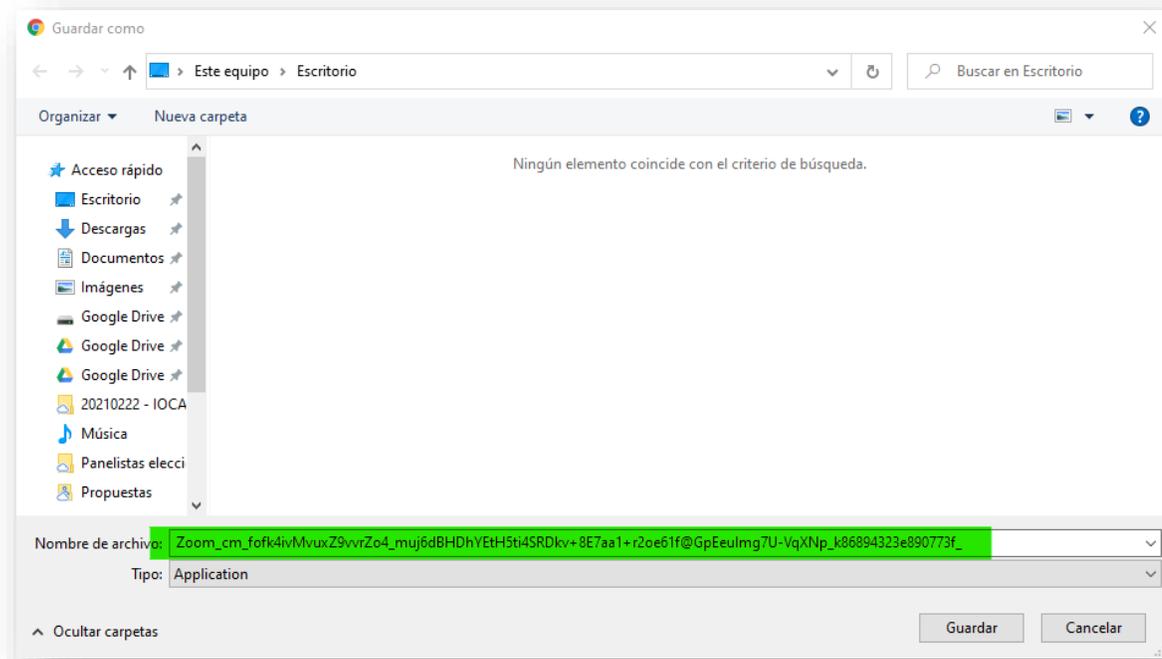
As per the Rules (Ref Annex I), during each IOCARIBE Session an Elections Committee should be established and a Chair should be designated. This Committee should oversight the Election Process. In order to ensure transparency and secrecy of the elections, an online electronic voting system with two options is proposed. Which option will be used should be decided by the Subcommittee. The procedure is designed to follow the same steps as *in-praisenti* voting.

Below are described the steps to follow for the Election of Officers.

For the Election process an anonymous Zoom poll will be designed. For this purpose, the Session of IOCARIBE will be on a recess and a Zoom room dedicated to the Elections will be opened. The Elections and the election room will be chaired by the Chairman of the Elections Committee with the support of the Technical Secretary for the Session (The IOCARIBE Secretary).

Installing Zoom

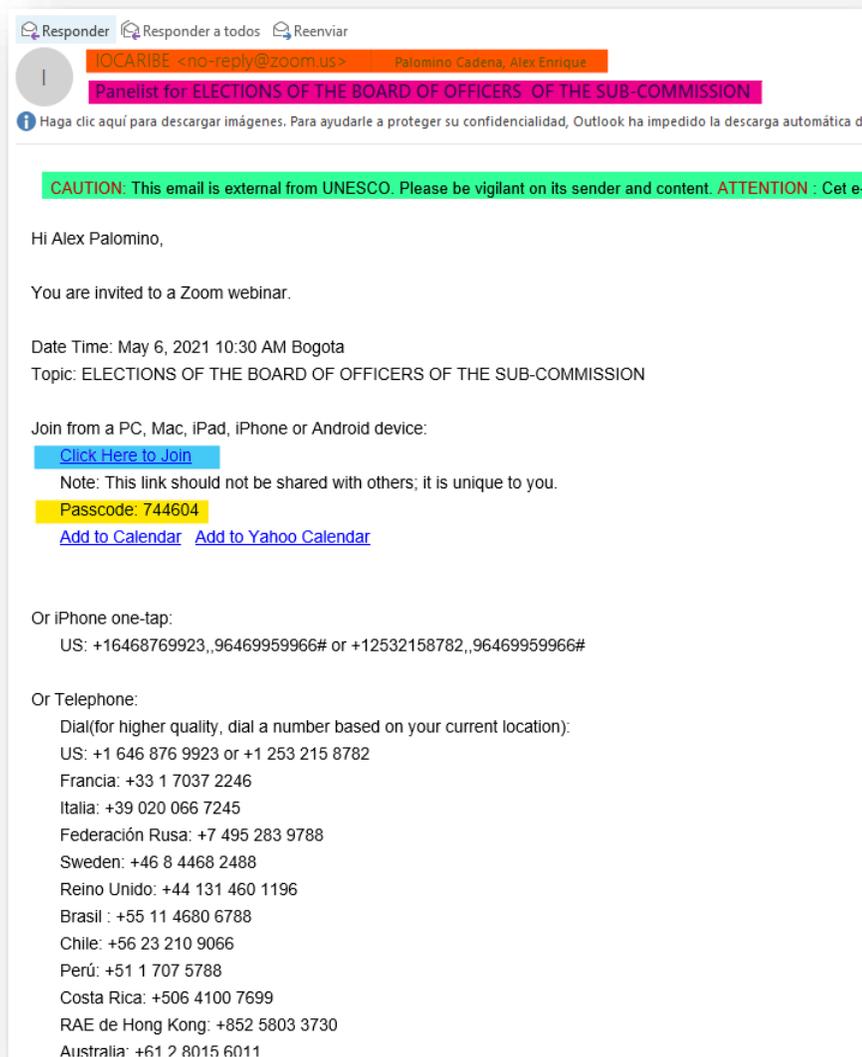
1. If you don't have Zoom installed, download it from the link highlighted in green. If you already have it, go to step 5.
2. A window will open; you will have to choose where to save the installer.



- Then, do double click on the installer at the bottom corner of your screen, highlighted in red, and follow the steps.

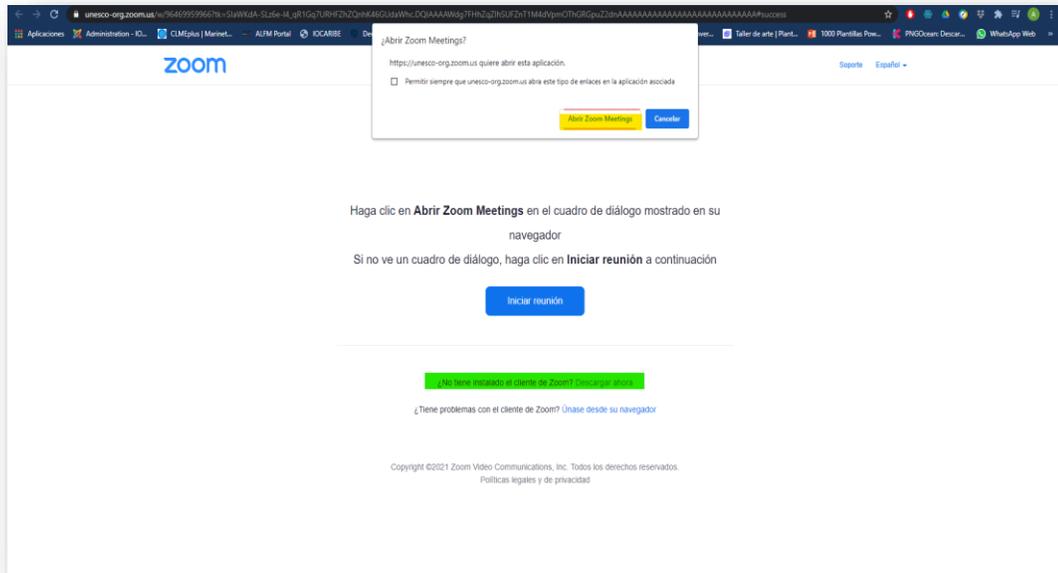
Voting process:

- The representatives from Member States with the right to vote will receive an invitation with the information to join a Zoom room, as shown in the image:

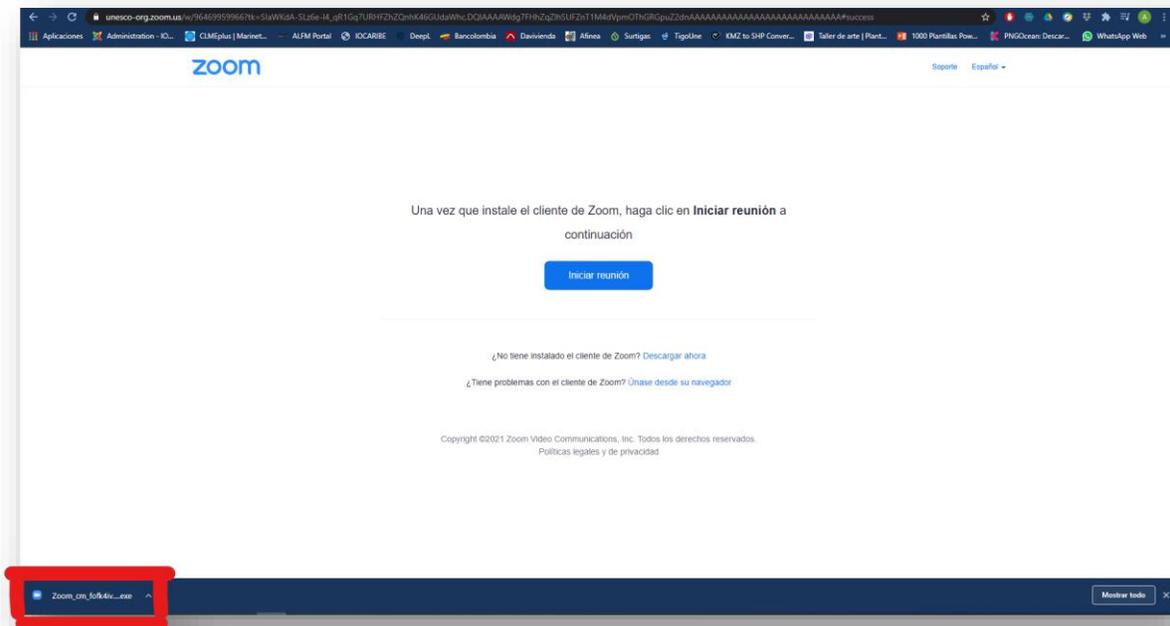


- Representatives should go to their email and look for the message shown in the image above. Remember, you cannot share this link with anyone else, only one official representative from each country should be in this room. If you share this link, whoever enters the meeting with it will take your name and you will not be able to enter.
- Click on "[Click Here to Join](#)"

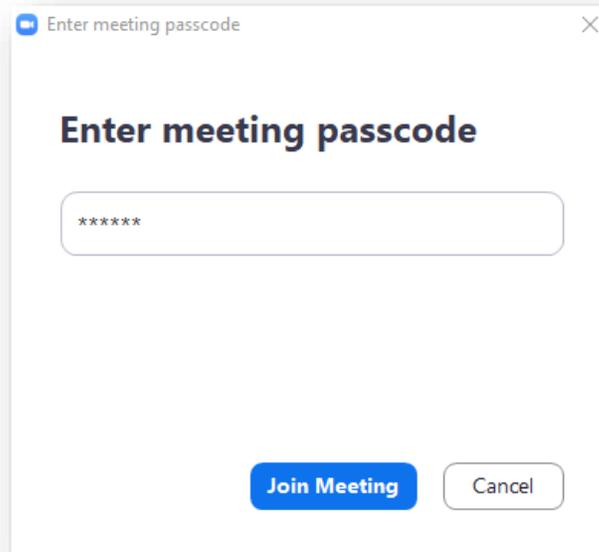
7. An internet browser will be open



8. Click on “Open Zoom Meetings”

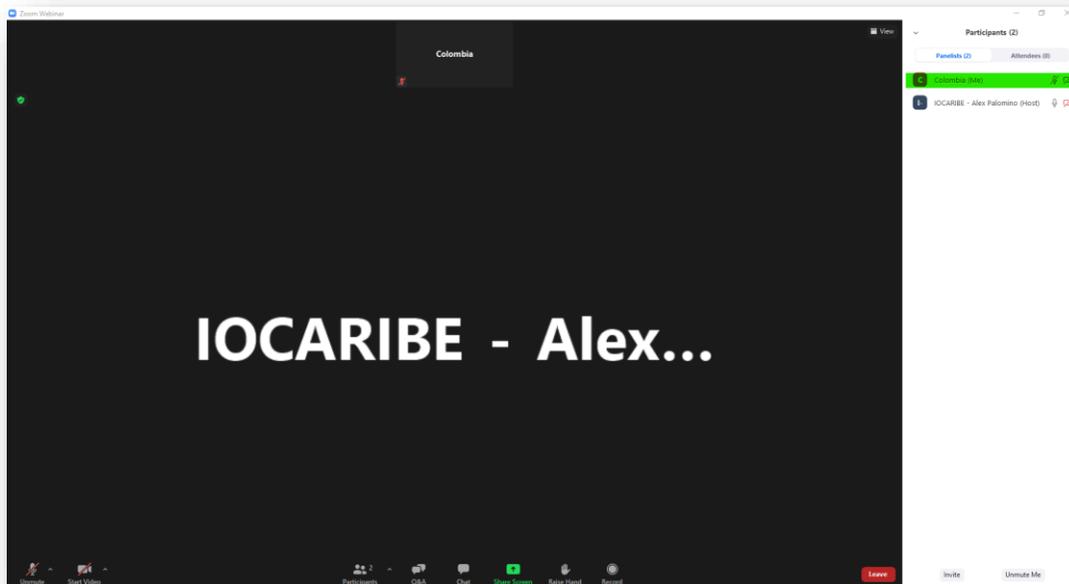


9. Enter the access code (In this example 744604)

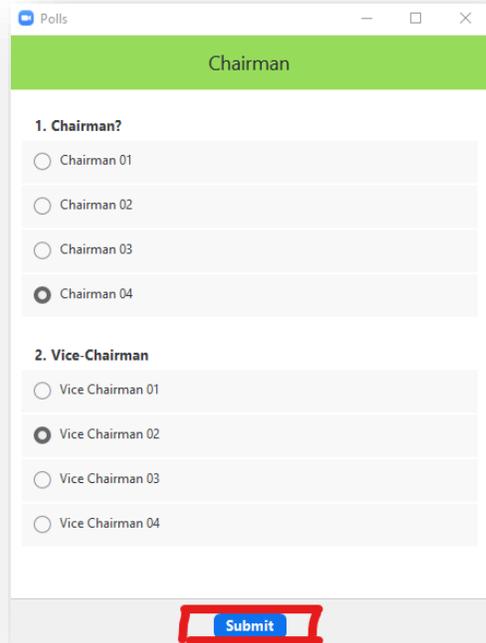


Voting (First Option)

10. You are now inside the Zoom room, you can identify yourself in the upper corner of your screen, wait for the Chairman of the Elections Committee to give a welcome message and indicate the procedure to vote.



11. For the election, the administrator will initiate an anonymous poll, neither the participants nor the administrator will know who voted for whom. You should not vote immediately, wait for the Chairman of the Elections Committee to mention the name of your country.
12. When the Chairperson of the Elections Committee mentions the name of the country you represent, take the floor, start your camera, select your candidates and click " **Submit**." "The ballots are designed to prevent countries from casting more than one vote per seat.

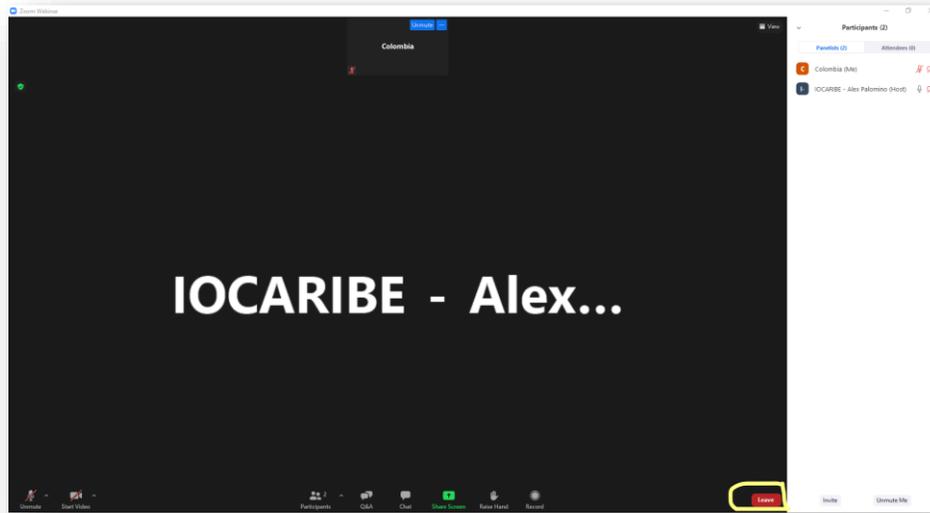


The screenshot shows a web browser window titled "Polls" with a green header bar labeled "Chairman". Below the header, there are two sections of radio button options:

- 1. Chairman?**
 - Chairman 01
 - Chairman 02
 - Chairman 03
 - Chairman 04
- 2. Vice-Chairman**
 - Vice Chairman 01
 - Vice Chairman 02
 - Vice Chairman 03
 - Vice Chairman 04

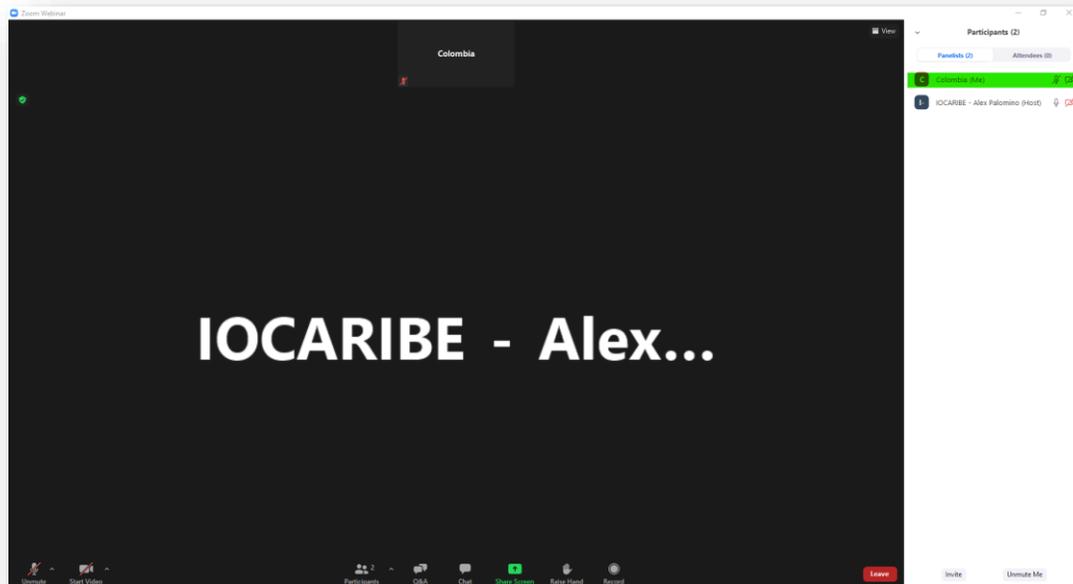
At the bottom of the form, there is a blue "Submit" button, which is highlighted with a red rectangular box.

13. After casting your vote, unless you are member of the elections Committee, leave the room. To do so, identify the " **Leave** " button in the lower corner of Zoom, click there and then click on "**Leave meeting** ." (Continue to 14 Results of the Elections below)



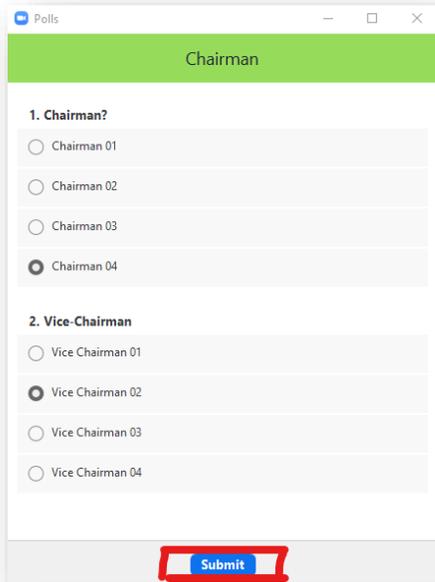
Voting (Second Option)

10. You are now inside the Zoom room, you can identify yourself in the upper corner of your screen, wait for the Chairman of the Elections Committee to give a welcome message and indicate the procedure to vote.

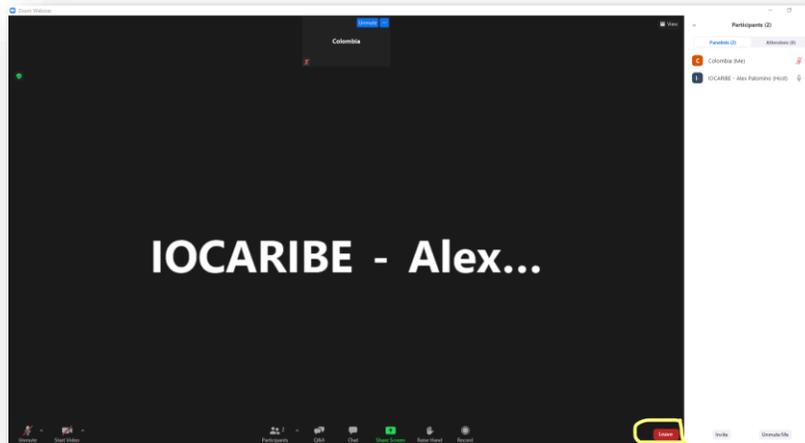


11. For the election, the administrator will initiate an anonymous poll, neither the participants nor the administrator will know who voted for whom. You should not vote immediately, wait for the Chairman of the Elections Committee to open the balloting.

12. When the Chairperson of the Elections Committee opens the balloting, he/ she will indicate how many minutes the Poll will be open and a screen with the names of the candidates, firstly for Chairman and then vice-chairmen will appear and all countries will be able to vote. Select your candidates and click " **Submit**." The ballots are designed to prevent countries from casting more than one vote per seat.



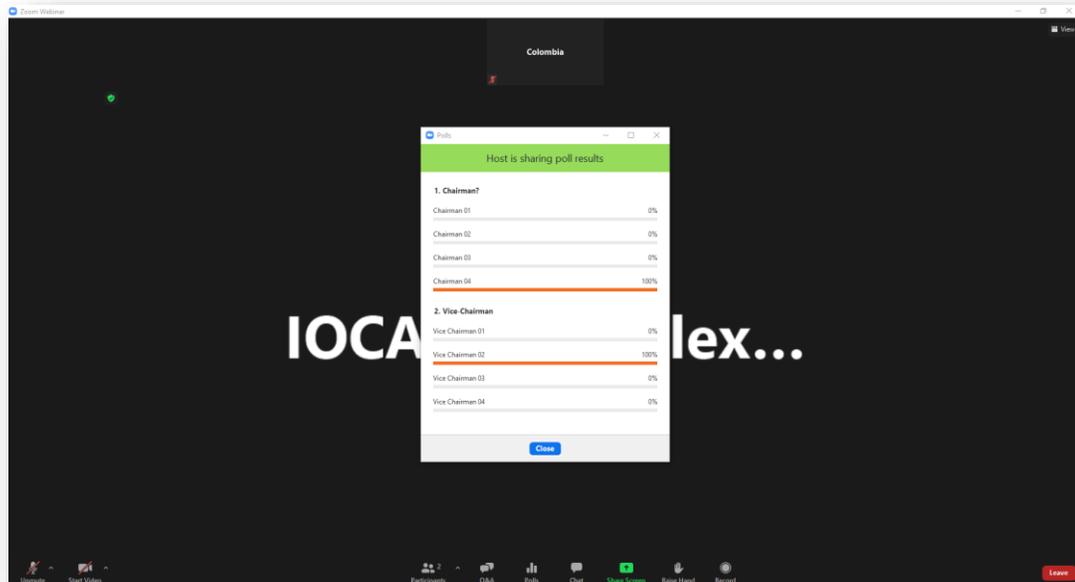
13. After casting your vote, unless you are member of the elections Committee, leave the room. To do so, identify the " **Leave** " button in the lower corner of Zoom, click there and then click on " **Leave meeting** "



Results of the Elections

14. When all countries have voted and left the room, the Elections Committee shall remain in the room, together with the Chairman of the Elections Committee, the meeting administrator and the

Technical Secretary of the Session. At this time, the Chairman of the Elections Committee shall ask the meeting administrator to post the results of the elections in the room.



- The Chairman of the Election Committee shall then request the administrator of the meeting to submit in writing the results of the Election and inform the Committee of any anomalies that may have occurred during the voting process. Any doubts shall be clarified. Once this process has been duly exhausted, the Chairman of the Elections Committee shall request the Technical Secretary to prepare the Minutes of the Election Results and shall end the meeting with the closing of the Elections Room.

Reporting Elections Results to the IOCARIBE Session

- The IOCARIBE Session will resume and the Chairperson of the Elections Committee will report to the Session on the Elections and ask the Technical Secretary to read the results one by one per seat, starting with the election of the IOCARIBE Chairperson and then with each of the Vice-Chairperson seats as appropriate.
- The Chairperson of the Elections Committee will thank the IOCARIBE Chairperson and each of the outgoing Vice-Chairpersons for their work and contribution to IOCARIBE and will congratulate the new Chairperson and Vice-Chairpersons. Considering the time available, the Chairperson of the Elections Committee may give the floor to the outgoing and incoming Officers.
- The IOCARIBE Chairman will resume the conduction of the Session and continue with the Agenda.