INTRODUCTION

The role of the task force was to assist in carrying out the directive of the Administrative Resolution adopted by the House of Delegates at the 2014 Kiwanis International Convention: to investigate the option of allowing clubs worldwide to vote electronically on Board elections and on proposed amendments and resolutions.

Staff was responsible to investigate the necessary technology and interview potential vendors. The task force was responsible to help assure the integrity, global applicability, and user-friendliness of the process; and to help plan ways to inform and educate members about online voting. This included reviewing Staff’s work as well. (The task force was not charged with drafting the necessary Kiwanis International Bylaws amendments, which is the responsibility of the Kiwanis International Committee on Resolutions and Bylaws.)

The task force met by video conference on November 24, 2014, and December 1, 2014, from 2:00pm to 4:00pm U.S. Eastern Time. It was also viewed an online demonstration offered by one of the leading vendors recommended by Staff, and was allowed the opportunity to ask questions directly of the vendor.

The task force presents this report on its findings. A separate but complementary report from Staff is attached as Exhibit A. Please review Exhibit A because it contains important information.

CONSULTATION WITH OTHER ORGANIZATIONS

Staff consulted other service organizations about online voting, asking for any information they would like to share. We received responses from three who have embraced full or partial online voting: Sertoma (10,769 members), Optimists (71,507 members), and Mensa (51,042 members). Those are shown in Exhibit B. All three organizations were satisfied with their online voting experience. None saw a measurable decline in convention attendance attributable to online voting.

PROS/ADVANTAGES

The key benefits of online voting are to: 1) Allow all clubs worldwide access to have a voice in the business of the organization even if they do not travel to the convention; 2) Reduce costs related to the Kiwanis International convention by eliminating the need to hold a House of Delegates session.
Currently, less than 20 percent of Kiwanis clubs are represented in the House of Delegates at Kiwanis International conventions. Online voting would allow all clubs the opportunity to have a voice in the business of the organization without ever leaving their communities.

Using online voting for elections and amendments would reduce the direct costs of voting by over 50 percent: from an annual average of US$38,250 for on-site keypad voting to an estimated US$18,000 for online voting. (This cost could be slightly further reduced in the future if Kiwanis International eventually moves from a vendor-run system to a Staff-administered process.) These savings do not take into account the basic costs of holding the delegate session, including room rental; audio-visual; house set-up, tear-down, and clean-up; and Staff time.)

**CONS/DISADVANTAGES**

The task force is aware that various doubts and concerns exist regarding the efficacy and integrity of online voting. A few of the more serious ones are mentioned below; others are shown in Exhibit C. After discussing these points with Staff and one vendor, the task force believes that nearly all such doubts and concerns can be successfully dealt with by: 1) Good advance planning in setting-up the system; and 2) Good advance education among clubs and members. The task force believes the advantage of online voting outweighs the perceived disadvantages.

Q: What about clubs in areas without internet access?
A: Kiwanis is in very few areas (if any) absolutely without internet access. But these clubs could receive advance notice that they may use a hard-copy ballot if desired.

Q: What about club members who don’t have email addresses?
A: An email address is not required. The club only needs to designate someone who has internet access.

Q: Can we assure people won’t be able to vote twice?
A: Yes, vendors have many safeguards in place to prevent double-voting.

Q: Will Staff or the Board be able to see how individuals voted?
A: Vendors routinely set-up voting so that no one in the organization has access to individual voting records. And they can set it up so that even they do not know how individuals voted.

Q: What do we do in the event of an unforeseen obstacle (world crisis, etc.) that prevents online voting?
A: The Bylaws already provide that Council will elect KI officers if the annual convention (now online voting) cannot be held. There is currently no contingency for adopting amendments and resolutions; it is assumed they could be held until the following year.

Additionally, there are two necessary changes that traditionalists may see as disadvantages:

1. Nominations “from the floor” could no longer be accommodated. However, candidate changes can be allowed until shortly before the polls open, up to whatever advance cut-off date Kiwanis considers to be reasonable. With the requirement for advance background checks, candidates from the floor have not been a realistic option for a few years.
2. Amendments-to-amendments as we do them now would only work by using multiple voting sessions. Other methods to allow some type of amendments-to-amendments are possible but will require new processes and more exploration.
KIWANIS INTERNATIONAL CONVENTION ATTENDANCE

The task force is aware of another type of challenge Kiwanis will encounter in moving to online voting. That is: how will it affect attendance at the Kiwanis International convention, and how will the convention be restructured if it is not focused around conducting business?

Attendance at Kiwanis International conventions has been steadily decreasing since 2001, from a regular average of 11,000 registrants to an average of 4,800 registrants—one year recently, as low as 2,500. Results of convention attendance surveys show that attendees come for reasons related to fellowship and motivation as much as for reasons related to voting. Anecdotally, task force members from outside of North America report that members attend primarily for reasons related to fellowship and motivation, while having the opportunity to vote is of secondary importance.

As noted in the Staff report, Indiana law, where Kiwanis International is incorporated, requires that a corporation with members must hold an annual meeting of the members, at which the president and chief financial officer or their designees must report on activities and the financial condition of the corporation.

The task force suggests the Board use implementation of online voting as an opportunity to ‘reinvent’ the Kiwanis International convention to turn it into something that more members will be interested in attending. The half-day traditionally spent in the House of Delegates could be used instead for additional workshops, education, motivation, inspiration, and fellowship. It may help to survey non-delegates to see what attracted them to come, as well as non-attendees to see what would attract them.

IMPLEMENTATION

Staff has identified at least two vendors who could meet Kiwanis’ needs to implement online voting, including access in multiple languages. Detailed bids have not yet been secured, but initial bids indicate an average cost of approximately US$18,000 for a fully-managed process. (First-year set-up costs may be additional.) For reference, it has cost Kiwanis an average of US$38,250 per year over the past five years for on-site keypad voting.

The Board would need to determine when the polls would open and close for voting. (Vendors have advised it is common to have the polls open anywhere from 7 to 30 days.)

Clear and frequent communication with clubs and members, as well as effective education, will be critical in implementing online voting (as well as promoting adoption of it to begin with). The task force plans to continue discussions on this key aspect, and will report further to the Board in April.

The implementation date would need to be set far enough in advance to allow sufficient education. The Board may also wish to set the date so that implementation would not affect any members of the current Board.

It is worth noting that online voting could later be adjusted to accommodate district and regional voting in conjunction with Kiwanis International balloting.

ADVICE FROM LEGAL COUNSEL

The task force was made aware that legal counsel previously advised that Kiwanis could not combine in-person voting by those who attend the convention with remote online voting by those who do not attend.
CONCLUSIONS

In conclusion, the task force wishes to make these points:

● The option for all clubs worldwide to participate in voting on the business of the organization outweighs the changes some will see as disadvantages.
● The technology and safeguards exists to make online voting safe and effective for Kiwanis.
● Online voting provides a cost savings to Kiwanis International.
● Online voting provides an opportunity to restructure and repurpose the annual convention.
● As with any change, communication and education among clubs and members is the key to successful implementation.

Respectfully submitted,

Task Force on Online Voting
Gary Levine, Chair
EXHIBIT A
STAFF REPORT TO THE TASK FORCE

Date: November 7, 2014
Staff: Scott Smith, Chief Technology Officer
       Jeff Oatess, Chief Operations Officer
       Erin Bakemeyer, Executive Services Manager
       Diana O’Brien, Governance Specialist

GOALS: To fulfill the directives of the administrative resolution adopted by the 2014 K.I. House of Delegates (as shown on page 5); to learn more about how online voting is conducted; to establish Kiwanis’ needs regarding online voting; and to determine a vendor(s) that would be suitable for Kiwanis, if online voting is ultimately adopted.

RESEARCH: Many different types of organizations are already using online voting, as attested by the vendors during interviews. Last year, during the annual Service Club Leaders Conference, Kiwanis conducted a brief survey among the attending organizations and found that four are currently using online voting for elections and amendments and two more are considering it. The survey was anonymous, so we don’t know which ones. We do know that Lions and Rotary are not yet using online voting for their entire organizations; however, Rotary used online voting for at least one of its areas, and Lions is one of the organizations considering it. We also know that Optimist International adopted online voting in 2013 and used it for the first time in 2014. Voter participation doubled in that single year.

PROCESS: Each vendor was given a basic description of Kiwanis’ needs, as follows, and asked to present an online demonstration to Staff of how their system works.

- A system that evidences a high degree of integrity in its processes, including security, confidentiality, and accuracy.
- Clear and easy user interface for members.
- Ability to integrate hard-copy written ballots for voters who cannot or will not vote electronically.
- Only clubs in good standing may vote, and only delegates designated by the club may vote.
- Delegates-at-large, not associated with any club, must also be able to vote.
- Access by voters to only the ballots that pertain to them.
- Allow voter to access additional information on each “question” while making selections (i.e., candidates bios and photos, full text of proposed amendments or resolutions).
- Final confirmation of voter’s selections before submission of ballot.
- Voter can print and/or access a receipt or confirmation reflecting his/her actual selections.
- Ability for K.I. to confirm whether a voter has voted, without seeing his/her actual selections.
- Fail-safes to prevent double-voting in various ways (accidental or intentional).
- Ability to add, remove, or adjust “questions” (including candidates) late in the process if necessary.
- Ability to make last-minute adjustments to eligible voters (add new clubs, etc.).
• Provide the process in all Kiwanis-supported languages (usually Spanish, French, German, Italian, Dutch, Chinese, Japanese, and sometimes Korean).
• Help-desk type voter support provided by vendor.
• Offer different levels of service from fully managed to self-administered by K.I. (While Kiwanis Staff will of course be involved in set-up for online voting, the plan is to keep Staff initially removed, as much as reasonably possible, from the results process, to reduce potential concern among members that Staff is accessing, tracking, or sharing individual ballots with the K.I. Board, candidates, district leadership, etc. After members are more used to and confident about the online voting process, this may be less of a concern and the system could be more Staff-administered, reducing costs.)

POTENTIAL VENDORS: Staff identified six vendors that provide online voting services:
• Survey & Ballot Systems: http://www.surveyandballotsystems.com/ (This is the vendor used by Optimist.)
• VoteNet Solutions: https://eballot.votenet.com
• Cloud Vote by Meridia ARS: http://www.cloud-vote.com. (This is the vendor Kiwanis International has been using for keypad electronic balloting in recent years.)
• Association Voting: https://www.associationvoting.com/
• Simply Voting: http://www.simplyvoting.com/
• Election Trust: http://www.electiontrust.com/. (Lions is talking with this vendor.)

INTERVIEW RESULTS:

Five vendors have been interviewed so far. All but one of those could accommodate most of Kiwanis’ needs, except the necessary multiple-language interface. Only two vendors can meet all of Kiwanis’ needs, including the necessary multiple-language interface. Those same two vendors showed a slightly higher level of comprehensiveness and professionalism than the other two, so they are the top contenders. They are VoteNet Solutions and Simply Voting.

An interview is still pending with Election Trust, which is a leading firm in online voting that can also meet Kiwanis’ needs. It will likely be among the final contenders as well.

Initial bids from VoteNet Solutions and Simply Voting range from US$16,500 to US$19,500 for fully-managed processes (and it appears that costs for Election Trust would also be in that range). In some cases, first-year set-up costs would be additional. In each case, Kiwanis would provide translated text, at its own cost, for any languages not already in use by the vendor, for incorporation into the Kiwanis process.

For reference, it has cost Kiwanis an average of US$38,250 per year over the past five years for keypad voting at the International Convention. This does not include the cost of holding the delegate session (room rental, A/V production, Staff time, etc.)

Thus, Staff has identified at least two, and probably three, vendors we know can meet Kiwanis’ needs for online voting, including, foremost, a high degree of integrity.
**TASK FORCE ORIENTATION:** In order to orient Task Force members about how online voting would work, members are encouraged to review the web sites of VoteNet Solutions and Simply Voting (see “Potential Vendors”). Both web sites, in addition to general information, include links to view self-guided demos. (On the VoteNet web site, it’s called ‘Take a Tour.’) Additionally, Staff can arrange for the Task Force to have a live demonstration by one vendor. *This would need to be arranged on a single day and time mutually-agreeable for all.*

**ADDITIONAL CONSIDERATIONS:** During the interview process, the following aspects came to light as things Kiwanis would need to determine.

- Each voter needs a unique email address. So, a large club where both the President and Secretary may use the same club email address would not work. Instead, they would need to use their personal email addresses. This could be part of club and member education.
- Kiwanis would still have the option for clubs to vote via designated delegates, but it may be simpler to have the President and Secretary cast the club’s votes. That would be a change to our current system.
- If the club so requires, the voter can show proof of his/her selections via a private receipt that is generated to the voter after voting.
- Will Kiwanis require voters to vote on all questions for which they are eligible? Or is it okay if they abstain on some questions? On-site, they may abstain on any/all questions, *with the exception* that delegates voting for any of the U.S. and Pacific Canada Trustees candidates must cast three votes for different candidates or else none of their votes count for that ballot.
- Staff presumes we would no longer allow nominations ‘from the floor’ in any way. However, if unexpected adjustments in candidates are necessary (for instance, heart-attack or personal resignation just before the polls open, etc), this can be accommodated; thorough communication to members about the last-minute change would, of course, be critical in such cases. Another option is that, if voting is held *after* the convention, nominations from the floor could still be permitted. However, this would preclude the excitement of announcing the winners at the convention.
- We could not allow amendments-to-the-amendments (changes to the wording) while voting takes place. It would also be an exceptional challenge to administer if Kiwanis would allow amendments-to-amendments up to some advance cut-off point, because we may well end up with several conflicting amendments-to-the-amendments that could not ultimately and effectively be rolled in to the main motion, if more than one is adopted. Thus, amendments should be a yes/no vote on the original proposals only, with no amendments-to-the-amendments permitted.
- That said, if actual errors are found in any amendments that must be corrected prior to the polls opening, that could be accommodated. Again, effective communication to clubs and delegates would be critical.
- Vendors advised that the most common type of voter support needed while the polls are open is help with logging-in to the correct web site and using the proper voting credentials (i.e., log-in and password). The vendors will deal with these questions directly with the delegates, and have systems to respond 24/7.
- Kiwanis will need to determine how long it wishes to leave the polls open. Vendors advise that two-four weeks is typical. At least one week is recommended.
• Some vendors have built-in options for social sharing among Kiwanis members, as a way to encourage other members to vote. However, this may not be a factor until or unless Kiwanis ever moves to allowing all members to vote, not just delegates.
• All vendors encouraged some type(s) of friendly competition among clubs and delegates, to help generate excitement and encourage others to vote. Kiwanis would have to determine what such programs would be for our clubs.
• Kiwanis will need to develop an effective system to educate clubs and members about online voting, especially for the first few years while it is new.
• Indiana law, where Kiwanis International is incorporated, requires that a corporation with members must hold an annual meeting of the members, at which the president and chief financial officer or their designees must report on activities and the financial condition of the corporation. So Kiwanis would still hold an annual meeting of some type open to all members at which these reports would be given. Legal advise would be needed as to whether the annual meeting could eventually be held online as a virtual meeting also, if desired in the long run.

CONCLUSION: Online voting will allow all Kiwanis clubs to participate in the business of the organization, regardless of whether they can send delegates to the annual meeting. It also will provide significant savings to the organization over conducting votes at a physical meeting. Several vendors can meet Kiwanis’ needs in conducting elections and amendments via online voting.
ADMINISTRATIVE RESOLUTION
Online Voting for Kiwanis International Business

The following administrative resolution is submitted by the Kiwanis International Board of Trustees. A majority vote is required to adopt it. If adopted, it will be effective immediately, directing the Board to move forward as stated in the Resolved clauses.

WHEREAS: All Kiwanis clubs are members of Kiwanis International, charged with voting on the election of Kiwanis International Board members, amending the Kiwanis International Bylaws, and considering proposed resolutions on other matters.

WHEREAS: Only those clubs that send delegates to the Kiwanis International Convention have the opportunity to vote on these matters. Though Kiwanis International has approximately 7,500 clubs worldwide, only about 20 percent of clubs send delegates to the convention. Online voting would allow a greater number of clubs to participate, providing an equal voice for all clubs.

WHEREAS: Proper electronic voting methods would allow all Kiwanis clubs from all areas of the world to vote on business matters, thereby making the voting process more inclusive, better reflecting the diversity of our organization, and significantly reducing costs. It would also allow the programming of the Kiwanis International convention to be repurposed to focus on other areas of interest to members.

WHEREAS: The technology exists that would allow secure and reliable online voting by clubs via secret ballot.

THEREFORE, BE IT RESOLVED that the House of Delegates of the 99th annual Kiwanis International convention in Japan, on July 18, 2014, directs the Kiwanis International Board of Trustees to investigate the option of allowing all clubs worldwide to vote electronically to elect Kiwanis International Board members, to amend the Kiwanis International Bylaws, and to consider proposed resolutions. Such plan will include the necessary technology, an appropriate process and timetable, and steps to educate clubs and club members.

AND BE IT FURTHER RESOLVED that the Kiwanis International Board is directed to present its report to the House of Delegates at the 100th annual Kiwanis International convention in Indianapolis, Indiana, in 2015.
FROM SERTOMA

History
We are about to do our third year of on-line. So far we have only used the on-line for our one at-large Board position (one is elected each year for a rotating three year term), and the Jr. VP who is then in line for the President. They do not have to stand for reelection, but can be recalled. Not had to do a recall vote on-line. Last year the Board did approve use of on-line for resolutions, but we have not had one so cannot speak to how that might work. Members have asked about using the system for Regional voting for the Regionally elected Board members, that has not been approved.

We only allow the individual members to vote on-line (in our structure every member gets a vote) and each club gets one vote. The club vote is not done on line. We do not allow a proxy vote – the club votes by a sending back a paper ballot with a copy of the Board resolution authorizing the vote as cast.

Impact
We have gone from 1 percent or less of our members making these decisions to around 20 percent.

We have seen a drop in convention attendance (but no measureable change related to voting). In fact one of the last onsite voting conventions we had included three contested national races, and votes on changes to the definition of membership, and a dues increase. It was to smallest attendance in the history of the organization.
Attendance actually increased the following year.

It has changed the nature of our convention as it removed all the political process and activities, allowing more time for training and other critical business. It has changed who is coming – we are seeing more new people coming for training and less of the “old guard.” There would be a debate among some if that is good or bad. Myself believe if we are going to spend that much money, and for us it is a lot to risk – it should be on the future not the past leadership.

We have had one issue with the technology when a server issue shut down voting for 4 to 6 hours during a 10 day voting window. But other than that the process has ran smoothly, and the we don’t believe we have had significant issues with fraud. The primary concern is a campaign getting access to individual members login and passwords to vote for them. A concern that some might abuse the system by approaching older members who do not use on-line technology by helping them get a login and password. The system does track a lot of information including URL of each vote, so we can run a report to look for review any multiple votes from single URL. But I am sure there are lots of other software options, and most would have some means to review and certify an election. So far we are comfortable with our outcomes.
Overall, happy with the process and outcomes. We learn a little more each year about how to help members learn about candidates (we host as example a live on-line forum if we have contested elections). Don’t see us going back, and would be happy to discuss in more detail.

Steven Murphy
Executive Director & Secretary

FROM OPTIMIST

Everyone from the Board of Directors on down was very satisfied with our initial attempt at online voting. The survey that SBS did with those Clubs that voted showed a 91% Very Satisfied/Satisfied response.

Of the Clubs eligible to vote, 26% did so. This compares to an average 20% attendance rate at our International Conventions where voting had been done in previous years. So, from a Club participation standpoint we did better. We are anticipating an even higher rate this year as more Clubs will be aware of the process.

Our convention attendance was very good this past summer, primarily because we were in Las Vegas. It doesn’t appear that online voting adversely affected attendance. We felt that very few Clubs made a decision to attend conventions in the past just to participate in the International officer elections, many of which were uncontested anyway.

I don’t feel we had any major issues with the voting. We communicated the concept to our Clubs starting in January letting them know that a change was coming. Then we kept them informed about how the process would work. We allowed voting throughout the month of June so that Clubs that only met once a month still had time to discuss the candidates and vote.

A few old timers complained about not being able to hear the candidates give speeches at the convention, but all candidates were given the opportunity to provide two minute videos that were available on the candidate pages of our web site.

All in all, the process and the system worked beyond our expectations. Let me know if you have any other questions.

Dennis R. Osterwisch
Associate Executive Director
FROM MENSA

We have never or at least in the last 50 years, allowed for in person voting at the convention. But then again every member votes in Mensa, not just delegates. We also have regional elections so when we have elections every two years, we have what amounts to 11 different elections. Up until four years ago we did all voting by mail. We then went to a hybrid that allows members to vote either by mail or online. Since allowing online we have seen the vote count increase. We have roughly 20% who vote and that costs us around $40k.

If you want any details about the logistics of the vote etc. let me know and I will be glad to share.

Pam Donahoo
CAE Executive Director
EXHIBIT C
QUESTIONS AND ANSWERS

- Q: Will all clubs be able to vote?  
  A: Yes, either via internet access or hard-copy ballot.

- Q: How do we accommodate multiple time-zones worldwide?  
  A: By leaving the polls open several days.

- Q: How do we accommodate multiple language needs?  
  A: Vendors can display all instructions in the desired languages.

- Q: What about club members who aren’t good on their computer?  
  A: They may need to seek assistance from other clubs members, friends, or family. The vendor will provide technical support.

- Q: Will voters be informed of the issues and candidates before voting?  
  A: Information about the candidates and issues will be posted online.

- Q: Will members be able to discuss the issues before voting?  
  A: An online discussion forum could be provided by Kiwanis.

- Q: How can K.I. effectively counter incorrect information and unfounded rumors?  
  A: By monitoring the online discussion and otherwise regularly communicating with clubs.

- Q: How can voters be sure their vote has been registered?  
  A: Each voter will receive confirmation they have cast their vote.

- Q: Will the system be easy and user-friendly?  
  A: Yes, as proven by vendor demonstrations.

- Q: Is there a back-up against system failure?  
  A: Yes. Vendors being considered have redundant back-ups to their systems.

- Q: Will members be able to get technical assistance if needed?  
  A: Yes, via either the vendor or KI staff.

- Q: How will clubs certify their delegates?  
  A: Much as they do now, though it may become an online submission.

- Q: How will we know if the club representative actually cast the vote?  
  A: We will not. That’s something the clubs will have to monitor, if they wish to.

- Q: Who will verify delegates-at-large before they cast votes?  
  A: Kiwanis International, as it does now.

- Q: How will we handle debate on amendments now?  
  A: Debate and discussion would no longer take place in-person on site. But it could happen via various types of online discussion forums.
• Q: How can we handle amendments-to-amendments (or to resolutions)?
  A: This would be difficult or impossible. Kiwanis would have to significantly revise or eliminate that process.

• Q: Will candidates still be nominated at the convention?
  A: They could be, if desired.

• Q: Will nominations from the floor still be allowed?
  A: No. However, late-breaking candidate changes could be included, up to some cut-off point.

• Q: Can the Vice President still be elected by majority vote?
  A: Yes, if desired.

• Q: What if there are technology glitches (internet is down, computer locks up, etc.)?
  A: There are safeguards against many such issues, but all cannot be foreseen.
INTRODUCTION

The Kiwanis International Board, at its meeting in January 2015, gave a new assignment to the Task Force on Online Voting:

RESOLVED: That the Kiwanis International Board directs the Task Force on Online Voting, with the assistance of staff, to investigate and report on new processes Kiwanis International could use to implement online voting most effectively for the organization, in the event that the proposed amendment on the topic is adopted by the 2015 House of Delegates. The task force is requested to provide an interim report at the April 2015 Board meeting.

Staff initially investigated and compiled possible new processes to accommodate online voting and presented its efforts to the task force. The task force then met twice by video conference to consider Staff’s results and provide additional thoughts and comments. The task force presents this report on its conclusions.

No doubt, the task force has not covered every contingency that may happen; however, we have attempted to cover all the basic, usual, and known processes that currently occur and translate them into a workable process for online voting, as well as address new practices necessary and unique to online voting. It is important to note that the amendment proposed by the Capital District gives the Kiwanis International Board discretion to deal with unforeseen situations and details not specifically addressed.

Caveat: If the vendor selected by Kiwanis International advises that any of the following processes or timelines are not workable, they should be adjusted as necessary.

COMMUNICATIONS

1. Communicate frequently and regularly in the magazine, KI Update (electronic newsletter via subscription), convention e-card, and direct email blasts to clubs.
2. Give clubs and members a web page to refer to for complete instructions (and to register delegates, if applicable).
3. Include district leadership & bulletin editors in those communications, asking them to help share information and reinforce education as well. Develop a banner link that each district can post to their own web page, referring them to the KI web page.

4. Remind clubs well in advance they must be in good standing to vote, by no later than 14 days in advance of the polls opening. Clubs not in good standing should receive ample warning via multiple communications advising them they are not in good standing and will not be able to vote unless they attain good standing status.

5. Send information directly to delegates as well, including a couple communiques well in advance of the polls opening…..a ‘save the date’ type piece as a heads-up that online voting is coming and when.

6. Continue to remind clubs & delegates once the polls open. “Has your club voted yet?” Develop a process to target clubs that have not voted and email them a couple times while the polls are open.

7. Create a process to capture & follow-up on any bad email addresses and error notifications, redirecting the original email to someone else to follow-up on(perhaps to the district secretary or to someone else in the club).

8. For the first couple of years, also use the general mailing for one or two old-fashioned hard-copy communications to clubs. One page, simple & direct, but prominent.

CANDIDATES/CAMPAIGNING

9. Provide a web page for each candidate that will show a photo, bio, and uniform categories of information for those running for the same office.

10. Candidates can also post on the K.I. web page links to their own campaign sites, which might include other items like YouTube videos, etc. (This is also as we do now.)

11. In lieu of on-site appearances and on-stage speeches, candidates would have the option to post videos of their making or host Q&A sessions for members. Each candidate would be responsible to produce and host these elements.

12. KI could host an online ‘forum’ where candidates participate in answering the same questions. (This would be much like we have done in the live forum at the convention.)

13. The remainder of a candidate’s campaign is handled via social media or however else each candidate chooses to do it individually. We just link to those. (One link per candidate, which would then link to other elements if they like.)

14. Allow club members to post questions on some public venue for candidates to answer, then the candidates can answer them or not, as they choose.

15. Offer a ‘tips sheet’ to candidates on helpful topics like the use of social media for campaigns.

16. Candidates will be encouraged to announce early, to allow early verification and the greatest amount of pre-publicity, as well as the necessary planning by Kiwanis International and its online voting vendor.

ELECTIONS

17. Candidate information can be posted as of October 1, as received from candidates. (Traditionally, the information comes in at various times throughout the first part of the year.)

18. If a club wants delegates other than their president or secretary to cast their votes, they may report them starting February 1, but must report them no later than 30 days before the polls open. (Capital’s amendment states that the club president and secretary will be the club’s default delegates unless the club specifically designates other members as delegates.)

19. As noted under Communications, clubs will be verified as being in good standing and reminded if they are not.

20. In the delegate registration process, clubs are notified of: 1) where to find voting instructions; 2) when the polls will be opening; and 3) if, for some reason, they do not receive communications from KI by the time the polls open, then they need to contact elections@kiwanis.org and request their login information. This info will be communicated in advance of the polls opening.

21. Election instructions will be emailed and mailed 60 days before the polls open. This will be part of an ongoing series of communications, before & during the period the polls are open.
22. The election will open 21 days (3 weeks) before the start of the convention and stay open for 14 days (2 weeks). (If we eventually stop holding a convention per se or re-focus it significantly, the date the polls open don’t need to be tied to the convention start date.)

23. Candidates can announce candidacy no later than 30 days before the polls open. Withdrawals can be submitted anytime, though we will include in advance candidate information that we expect/encourage candidate to make a final decision regarding withdrawal no later than 7-14 days before the polls open. A clear background check and other criteria must be verified before a candidate can be posted on the website or added to the ballot.

   NOTE: The task force acknowledges that it can take 60 days or longer to secure background checks on candidates from outside the U.S. This will have to be taken into account by candidates who choose to announce late. As a result of that discussion, the task force recommends that Kiwanis International reconsider acknowledging background checks conducted by reputable entities outside the U.S. That would possibly allow the cut-off for announcing candidacy to be reduced to only 14 days before the polls open.

24. We will need a backup process so that candidates can potentially be added after the normal advance cut-off date if the number of candidates unexpectedly drops below the number of seats to be filled. For instance: Staff could verify qualifications, then the K.I. Board or its designee (perhaps the elections or credentials chair) could approve posting of new names up to some period, such as 24-48 hours before the polls open. Strong last-minute communication to clubs and members would be critical in such circumstances.

25. Make it clear that no candidate information will be posted until K.I. has verified they are fully qualified, which includes a clear background check. If they choose to announce late, but we can’t get the check cleared in time, they are not considered a valid candidate and cannot be included on the ballots.

26. Be sure that, once the polls are open, delegates can access, directly from the polls, at least KI’s web site (bios) on the candidates. Ideally, from there, members could also access the candidates own web sites.

27. The polls will close 7 days prior to the convention, and the voting results publicly announced at the convention, along with amendment and resolution results. This small window allows for the investigation and solving of any alleged discrepancies.

AMENDMENTS AND RESOLUTIONS

NOTE: Per below, the task force believes it has found a viable way to accommodate a form of amendments-to-amendments. This can be important in improving weak proposals and correcting others.

28. Proposed amendments and resolutions as originally proposed (and as vetted by Resol. & Bylaws Committee) will be shared with clubs, at least 90 days prior to the convention which is per the K.I. Bylaws. See illustrative timeline below.

29. When posted, include a clear outline of the process and timeline for what happens (or can happen), and when, from that point forward. That will include the process for how changes can be suggested. See illustrative timeline below.

30. The amendments and resolutions site will have a discussion area for each individual proposal where members can post their comments in the following subcategories:
   ○ Comment in favor of (pro)
   ○ Comment against (con)
   ○ Post a question (point of information)
   ○ Suggest a change

31. Anonymous comments will not be permitted. All comments will be identified by the poster.

32. Staff will monitor discussions to watch for misinformation. If necessary, a post will be added by Staff or an Officer, as appropriate, stating the correct information. Comments will not be removed. (This would fill the same function currently accomplished via the Amendments Forum or House of Delegates.)

33. Any suggested changes to the original proposal that the proposer wants to incorporate can be made up to 60 days before the polls open. See illustrative timeline below.
34. Time must be allowed so that the proposer and K.I. (or KI’s designee) can consult as necessary on suggested revisions. The K.I. side would include the Parliamentarian. Reactive, emotional, or ineffective revisions should be prohibited or strongly discouraged. ‘Scope of notice’ must be observed (i.e., we can’t let the proposer ‘new and improve’ themselves right into a different amendment that goes beyond the original stated intention). We may need to guide the merging of multiple revisions into the original proposal, which can be tricky. K.I. may need to develop some detailed rules and steps for the proposal revision process.

35. The proposer may also make changes to their amendment by the same deadline (even if not formally suggested by another party) or may withdraw its amendment by the same deadline.

36. After the period is over for revisions to be made, additional changes are not allowed (except correction of typographical-type errors, if necessary).

37. After revisions are made, K.I. should start a fresh thread for comments to the revised version, while still allowing access to the original comments. New comments would be allowed until 3 days before the polls open.

38. Once all proposals are final, K.I. might host an online ‘forum’ explaining each proposal and giving members the opportunity to ask questions -- but not to hold forth in debate of the pros and cons. (We did a webinar for several years, until recently, which was poorly attended. It may have better attendance under online voting.)

39. Once the polls open, be sure that delegates can access full information on each amendment and resolution directly from the polls (that is: not just proposed wording, but effective date, proposer’s rationale, Board’s position, etc.).

40. The polls will close 7 days prior to the convention.

41. The amendment and resolution results are publicly and formally announced at the convention opening session, along with election results. (Allows identification and solving of any alleged discrepancies.)

42. We could include a count-down reminder throughout various steps in the process, posted to the relevant web page, such as: “Comments will close in 7 days”, then “...in 6 days” and “...in 5 days,” etc.

43. All stated deadlines need to clearly state the time zone they refer to, which presumably will be the U.S. Eastern time zone where the Kiwanis International office is located.

Following is an illustrative timeline for the amendment and resolution process, working backward from an assumed convention start date of approx. June 21, which is fairly normal.

The single candidate deadline is also included for comprehensiveness.

<table>
<thead>
<tr>
<th>By Oct. 31</th>
<th>Amendment/Resolution proposals must be received from clubs and districts, per K.I. Bylaws.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Christmas break</td>
<td>Resolutions &amp; Bylaws Committee reviews all amendment &amp; resolution proposals and makes their required report to the K.I. Board.</td>
</tr>
<tr>
<td>Mid-late Jan.</td>
<td>K.I. Board meets and reviews all proposals, as well as Resolutions &amp; Bylaws Committee Report. Board takes position on each club/district amendment and also finalizes its own amendment/resolution proposals at this time.</td>
</tr>
<tr>
<td>By FEB. 15 (90 days+ before polls open)</td>
<td>Clubs must be notified of proposed amendments and resolutions (at least 90 days before polls open, per K.I. Bylaws) This will be a tight turn-around. But setting this date earlier than the mandatory minimum 90 days allows better timeframes for later processes.</td>
</tr>
<tr>
<td>By MARCH 15 (30 days after original amendments are first posted)</td>
<td>Cut-off for suggested revisions to amendments/resolutions to be proposed by other parties. Allows full 30 days for that to happen.</td>
</tr>
</tbody>
</table>
By MARCH 31 (2 weeks for consultation and decision process)  
Consultation process occurs between the proposer and Kiwanis Intl. (maybe via Resol. & Bylaws Committee plus Parliamentarian)  
Proposer determines whether to make any changes or not. (May accept multiple changes. May make their own changes. May withdraw proposal.)

By mid-April (2 weeks after final amendments are determined)  
K.I. Board reviews finalized amendment/resolution, including any revisions, and may revise their position on some, no later than April Board meeting.  
Final versions of all amendments are posted immediately thereafter. (Any that may be withdrawn will be so noted.)  
This gives voting clubs 4-6 weeks to digest final proposals, including the K.I. Board’s revised positions on them, and instruct their delegates how to vote.  
The Board’s guidance could be even more important with online voting.

May 1 (30 days before polls open)  
CANDIDATES: New candidates may announce up to 30 days before the polls open, and existing candidates may withdraw. (Emergency withdrawals later will be dealt with on a case-by-case basis if they occur.)  
This is the only deadline that applies to the candidate process at all.

Approx. May 25 (1 week before polls open)  
Allow proposal withdrawals up to this point. (Any withdrawals after that point will be noted on the ballot when it goes live.)

June 1 (3 weeks before convention)  
Polls open.

June 14 (1 week before convention)  
Polls close (assumes a 2 week window). Allows one week for any identified discrepancies to be quickly resolved.

June 21  
Convention starts. Amendment/resolution results & election results are formally announced on site.

VOTING RESULTS

44. Results are delivered from the vendor to K.I. executive director and president the day after the polls close and the results have been tabulated. The executive director then shares the results with the elections chair. It was noted that the fewer people who know the results prior to the results being made public, the better, since it reduces the possibility of ‘leaks’ before the candidates are informed.

45. The executive director and elections chair verify the voting process with the vendor and identify any potential areas of concern, such as unfinished votes, known power outages, etc. Any potential discrepancies raised by a club within some brief period (perhaps 3 days) are investigated and quickly resolved within another brief period (perhaps another 3 days) in a satisfactory and professional manner according to industry standards.

46. Most alleged discrepancies will be operator error. The election process communicated to clubs in advance should include a disclaimer that neither K.I. nor the vendor are responsible for lost votes due to factors beyond their control (power outages, etc.).

47. After alleged discrepancies are investigated and resolved, the executive director or president informs the candidates of the election results.

48. The task force was divided as to exactly when the results should be announced to the candidates. This could be immediately after the challenge period has passed to report alleged discrepancies. It should be no later than 1-2 days in advance of the opening session of the convention, presuming that is where the results will be formally announced. Some small advance notice would allow candidates and their
supporters to better prepare for their roles at the convention (acceptance speeches, orientation, etc.). No option seemed wrong, and each had merit. The task force presumes the announcement at the convention will involve a little ‘pomp and ceremony.’

49. The voting results on elections will be publicy announced online after they are announced at the convention.

THE CONVENTION

50. The business session as it is currently structured will be eliminated. The organization still must have a report from its president and chief financial officer, but we are not required to have a ‘business session’ to present them. They may be presented as part of other sessions, forums, meetings, etc.

51. The voting results are publicly and formally announced at the opening session for elections, amendments, and resolutions (rather than the closing session, as is done now).

CONCLUSIONS

In conclusion, the task force did not find any aspects of voting or voting preparations that were not insurmountable via new processes. It wishes to reiterate that clear and frequent communication with clubs and members will be vital in transitioning to online voting.

Respectfully submitted,

Task Force on Online Voting
Gary Levine, Chair