



IGFSA NOVEMBER 2023 EXECUTIVE COMMITTEE ELECTION PROCEDURES

General Information

- Online Elections Platform: ElectionBuddy
- Format: Remote Online Voting
- Elections Administrator: IGFSA Secretariat
- Elections Officer: Rebecca Chan, DotAsia Organisation

Election Start Date: **Monday 13 November, 2023 00:01 UTC**

Election End Date: **Friday 17 November, 2023 23:59 UTC**

Security

- The elections platform (ElectionBuddy) uses SSL Connection Encryption over HTTPS and HSTS. HSTS ensures browsers interact with ElectionBuddy ONLY via HTTPS (More info on security can be found here: <https://electionbuddy.com/security>)
- Integrity and ballot access - Elections platform will create a unique ballot link with a random, secret access key for each voter
- Voter anonymity - voter choices cannot be linked to voters
- Results access:
 - While an election is running, results are not visible in the system
 - The Election Administrator may view the election results only after the election has ended. At this time, the Elections Officer has the option to view the election results.

Ballot Settings and Information

- Voting method: Plurality - Voters select one or more options (e.g. 1 to 5 of 5 candidates).
- Voters may choose 'Abstain' as their minimum option

Notifications

- Notification Method: Email
- The elections platform - ElectionBuddy emails each voter the announcement and a link to the nomination ballot

Voters will be presented with a verification code at the time of submission. A receipt email containing the verification code will also be sent to the voter after submitting their ballots. The verification code is used only in the case of an election challenge or vote audit to guarantee votes have not been compromised.

During an open election, the IGFSa Secretariat may send up to ONE (1) email reminder to voters who have not submitted their ballots.

Voting Experience

Standing IGFSa Members will receive an email notification containing their **BALLOT ID** and **BALLOT LINK**. The voter can either click the link to enter their secure ballot page or visit the Election website and input their unique **ACCESS KEY** which is provided in the same email.

Announcement of results

The results will be presented to the IGFSa membership on the IGFSa website and announced on the membership mailing list.