

# CIVS Voting System

When there is a need to vote on project leadership roles it is recommended to use the Condorcet Internet Voting Service ([CIVS](#)) system from Cornell University. The process for each leadership role election will be outlined within the [Community Governance](#) wiki page. The Election Coordinator designated would follow the process outlined for each leadership role.

## How to set up CIVS voting:

- Select "Create A Poll" in the upper right hand corner and fill out the form, selecting the options, and end date/time you want (be specific including time zone) for the poll.
- For simplicity, keep the "Completion Method" at the default, select detailed ballot reporting but leave the results anonymous.
- Have the results of the poll visible to all who receive an invitation to vote.
- Describe the election "Sub-Committee Name Chair Election" for example, then specify the candidates.
- After you have completed the form, an email will be sent to you, the "Voting Coordinator", with a link you need to actually start and send the poll.
- Once the Poll is started go back to the "Poll Control" page and enter the email address of all eligible voters and invite them to vote.
- That's all there is to it. The email invitations will be sent to the voters you have included.

## How to end CIVS voting:

- When the end-time comes, go back to the "Poll Control" webpage and close the poll. Set a reminder for yourself to do this, it will not end automatically.
- Once that is done you can see the results of the election.
- Send an email to the applicable group mail list indicating the election has concluded and indicate the winner. Along with any other specific leadership role election process requirements.
- There is a link on the invitation to vote, that points to the election results as well.

Lastly, please record the election results on the [Voting Results History](#) page when completed.