

**University of Waterloo Staff Association  
Election for Directors  
October 5 to October 17, 2018**

**Instructions for Voting**

The election offers you a choice of voting online, or by using a traditional paper ballot. If you are unable to use the online voting system or would like to request a paper ballot, please contact the UWSA office (phone x33566, email [staffasc@uwaterloo.ca](mailto:staffasc@uwaterloo.ca)) or in person at Davis Centre 3603 to get a ballot.

**There are two ballots**

Whether you vote online or via paper ballot, there are two ballots for the UWSA Board of Director positions:

- **Directors:** two positions available (four candidates)  
Note: you can select up to **a maximum of two (2) candidates**
- **President-elect:** one position available (one candidate)  
Note: Even though there is only one candidate for President-elect, the candidate must receive a majority of votes (i.e. more votes in favour than ballots declined). Please see the definition of “declined” ballot below.

**To vote:**

Go to the web address <https://uwaterloo.ca/staff-association/news/uwsa-election-polls-open-friday-october-5-2018>

The voting period is open October 5, 2018 to October 17, 2018 at 4:30 pm.

1. Select up to the maximum number of candidates for directors and press the **Cast Your Ballot for 2 Directors** button at the bottom of the screen.
2. When prompted, log in with your WatIAM user-name and password (e.g. the same as the myHRinfo system).
3. Vote for Directors.
4. Return to the webpage <https://uwaterloo.ca/staff-association/news/uwsa-election-polls-open-friday-october-5-2018>
5. Select up to the maximum number of candidates for President-elect and press the **Cast Your Ballot for 1 President-elect** button at the bottom of the screen.
6. When prompted, log in with your WatIAM user-name and password (e.g. the same as the myHRinfo system).
7. Vote for President-elect.

**Important note: you only have one chance to vote on each ballot**

**If you are voting with a paper ballot**

We will be using a double-envelope process to ensure that your vote is secret. It works like this:

1. In the ballot package, get the 2 ballots and mark up to the maximum number of candidates.
2. Put the marked ballots into the small envelope marked “Ballots” and seal the envelope.

3. Put the sealed envelope containing the ballot into the larger return envelope, print your name on the outside of the envelope and sign the outside of the envelope. Return this envelope to the UWSA office DC3603, attention Chief Returning Officer.

Ballots must be received by 4:30 p.m. on October 17, 2018.

## **Duplicate votes**

You can vote online or with paper ballots, but not both ways. The Election Committee will be confirming that only two ballots are received per person. If both an electronic and paper ballots are received, the paper ballots will be discarded and the electronic vote will be used.

## **Declined Ballots**

Members have the option of declining their ballots by selecting the appropriate box. Declined ballots are not considered as “votes cast”, but are recorded and reported separately as part of the official ballot results. Declining a ballot is a member’s way of indicating to the UWSA their dissatisfaction with the election process.

## **Detailed regulations**

See the constitution [https://uwaterloo.ca/staff-association/sites/ca.staff-association/files/uploads/files/uwsa\\_constitution-new.pdf](https://uwaterloo.ca/staff-association/sites/ca.staff-association/files/uploads/files/uwsa_constitution-new.pdf) for detailed voting regulations.