University of Waterloo Staff Association
Election for Directors
February 6, 2017 to February 15, 2017

Instructions for Voting

The election offers you a choice of voting electronically through the Web, 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 or in person Davis Centre 3603) to get a ballot.

Ballots

Whether you vote electronically or via paper ballot, you will have the option to complete one ballot

To vote:

- The voting period is open from February 6, 2017 to 5:00 PM February 15, 2017.
- Select up to the maximum number of candidates and press the “Cast Ballot” button at the bottom of the screen.
- When prompted, log in with your WatIAM user-name and password (e.g. the same as the myHRinfo system).

Important note: you only have one chance to vote.

To vote 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 ballot and mark your choice of candidate.
2. Put the marked ballot into the small envelope marked “Ballot” 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 PM on February 15, 2017

Duplicate votes

You can vote electronically or with a paper ballot, but not both ways. The Election Committee will be confirming that only one ballot is received per person. If both an electronic and paper ballot are received, the paper ballot 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