

Australian Library and Information Association

2009 Election of Directors

INTERNET VOTING

FREQUENTLY ASKED QUESTIONS

(THIS FAQ DOCUMENT HAS BEEN DEVELOPED AND PROVIDED BY THE CONTRACTED SERVICE PROVIDER, AUSTRALIAN ELECTION COMPANY)

INTRODUCTION

Members eligible to vote in the 2009 Election of Directors are scheduled to receive a formal email communication from the contracted Election Provider, Australian Election Company. This communication will be sent to the email address registered with the Association and will be timed to coincide with the Election opening. The email will be in the form of an Internet Voting Instruction Sheet/Password Advice and will provide essential information on how to vote using the Internet Voting Election process.

The Election will close at 5:00pm AEST on Thursday 9 April, 2009.

Who is Australian Election Company?

Australian Election Company is a private Australian Company specializing in the professional, independent conduct of elections, ballots, referendums and plebiscites for governmental, quasi -governmental, and private sector organizations, as well as for associations, clubs & societies etc. The Company has conducted many totally and partially outsourced Queensland Local Government Elections and specializes in the management and conduct of Board Elections and Collective Agreement Employee Ballots. Australian Election Company has no vested interest in the Election outcome.

VOTING PERIOD

What is the voting period for this Election?

The voting period commences 4 March, 2009 and closes at 5:00pm AEST on Thursday 9 April, 2009.

Can I vote outside that period?

No. Voting will only be open during the applicable Election period.

VOTING METHOD

What voting methods are available?

Voting is by Internet for those Members having Association registered email addresses. The URL (web address) to gain access to the Internet Voting site will be <https://evote.electionz.com/elections/ALIA>. For those Members who do not have Association registered email addresses, or where the Voting Instruction Sheet/Password Advice email to registered email addresses is unable to be delivered, voting will be by Post.

How will Internet Voting work?

An Instruction Sheet including a unique, randomly generated 4 digit personal Password will be emailed to Members having an Association registered email address.

The Password, used in conjunction with your six digit Member Number, provides a high level of security and allows the Internet Voting system to authenticate you before giving you access to the Election.

Here is how the Internet Voting will work.

When it is time to vote, go to the voting website URL <https://evote.electionz.com/elections/ALIA>. You will be asked to enter authentication details i.e. your PIN (your six digit Member Number) and your four (4) digit personal Password and to click on the "Login" button. Your Instruction Sheet/Password Advice explains, for validation purposes, how your Member Number is required to be keyed.

Once authenticated, you will be prompted to cast your vote. You will be required to indicate your order of preference for the Candidates by sequentially clicking in the boxes beside the Candidate names. As you proceed, the boxes will be progressively numbered from 1. You must indicate a preference for at least two (2) Candidates. To access a Candidate's CV and Statement "click" on the (CV/Statement) link which follows their name. Once you have made your Candidate selections, click on the "Submit" button.

The system will then request you to confirm your vote selection. To confirm your vote selection, click on the "Submit" button. To amend your vote selection, click on the "Go Back" button and then change your vote. Click on the "Close" button to exit the system.

Once you have submitted your vote, your Password will be consumed and you will be unable to vote again.

What if I'm moving, travelling or working away from home?

You will be able to vote using any Internet enabled computer (anywhere in the World) for the duration of the Ballot period.

I will be outside Australia during the Election. What early voting options are available?

NONE are available - voting only will be permitted during the applicable Ballot period.

ELECTION DETAILS

What is the Election for?

The Election is to allow eligible Australian Library Information Association (ALIA) Members to vote in the Election of two (2) ALIA Directors.

Who is conducting the Election?

The Post Nominations aspects of the Election are being managed and conducted by an independent firm, Australian Election Company. The Returning Officer will be Mr. Richard Kidd. Richard Kidd is able to be contacted through rkidd@austelect.com.

What will I receive from Australian Election Company?

If you are eligible to vote and have your email address registered with the Association, you will receive an email from Australian Election Company. This emailed Instruction Sheet/Password Advice will include details of your personal Password, together with the "step by step" Instructions on how to cast an Internet vote.

I haven't received my Election Instruction Sheet /Password Advice. How and when were they distributed?

Election Instruction Sheet/Password Advice emails were sent on Wednesday, 4 March 2009. If you believe that you are eligible to vote and have not received an expected email, contact Australian Election Company on freecall 1800 224 420 or by emailing help@austelect.com.

VOTING PROCESS

I have been told that my name does not appear on the list of eligible voters.

You will need to follow this up with ALIA. Please contact Jenna Walter, ALIA Executive Support Officer, 02 6215 8225 or jenna.walter@alia.org.au.

I want to vote, but I've lost/spoilt/didn't receive my Instruction Sheet/Password Advice. How can I vote?

You will need to correctly respond to a series of identification check/authentication questions which will be posed by our Helpdesk staff. **The Helpdesk telephone number will be 1800 224 420.** The Helpdesk email address is help@austelect.com.

I've voted, what should I do with my Instruction email with my Password on it?

No one else will be able to use your Password after you've voted, but you should destroy the Instruction Sheet anyway if you have printed a copy and also delete the email.

I've voted, but want to change my vote. Can I?

No, you will be unable to attempt to change your vote. As in most Elections and Ballots, each voter/elector is allowed only one vote. When that vote has been cast, the vote cannot be changed.

GENERAL

When can I vote in the Election?

You will be able to vote **anytime** 24x7 during the currency of the applicable Election period.

I want to fax my voting preference. Can I do this?

No. This Election is being conducted by Internet Voting and Postal Voting. The URL (web address) to gain access to the Internet Voting site is <https://evote.electionz.com/elections/ALIA>.

Will anyone be able to tell how I voted?

The information which identifies you as a Member eligible to vote is kept separate from your vote. **The technology used by Australian Election Company ensures the secrecy of each person's vote.** ALIA will only be advised of the outcome of the Election. ALIA will not receive information about who participated in the Election.

What Help Desk Facilities will be available?

The Helpdesk telephone number will be **1800 224 420.** The Telephone Helpdesk will operate 8.30am AEST to 5.00pm AEST (normal working days) for the currency of the Election. Any Member outside the eastern states or overseas at the time of the Election will need to take into account relevant Time Zone differences.

An email Helpdesk help@austelect.com will be regularly monitored and will also be available.

I want to relay comments on the Election process. Who can I contact about this?

Comments about the Election process should be referred to the Returning Officer rkidd@austelect.com
Technical related comments can be sent to help@austelect.com.

Richard Kidd
Returning Officer
2 March, 2009