Office of Governance Services
Supply of Information to hold Election

Returning Officer The name and email address of the returning officer for the election.	
Title of Ballot Keep this short, one line is best.	
Candidate names Order not important as they will be rotated within the electronic ballot paper.	
Number of vacancies	
Voting method Optional proportional preferential is the default.	
Vote open date and time	
Vote close date and time	
Date(s) to send any email vote reminders This is sent only to people who have not voted.	
Reply Email Address The email address that will be used if the voter wants to reply to the invitation to vote. Would either be the email address of the returning officer or a generic address (such as senateelections@uws.edu.au).	

Candidate Statements
Statements are usually one or two hundred words. Send the statements in a single document and the text of the candidate names must match exactly with the names in candidate list above. However the order of presentation need not match. Follow the format:

Candidate name
Bio

Candidate name
Bio

Etc

Logo and candidate pictures
If using candidate pictures send each picture as a separate attachment (not in a word document) all in one email. Use JPEG, PNG, GIF or BMP file formats. JPEG files tend to be smallest and recommended. The ideal size for a logo is about 180x90 pixels. A logo much larger will cause the ballot to be out of view. Note in general the image file size should be less than 50KB, usually 10 to 20 KB. Unnecessarily large files will slow down the page loading.

List of people invited to vote- Roll
Send as an Excel or CSV file with separate columns for ID (staff/ student number), email address, first name, last name. The columns must be in this order. The ID is optional but it does function as reliable identifier.

Text of the vote invitation email
Show in two sections:

1. Email subject line
2. Main email text

Checklist of inclusions:
1. ***Electoral rolls***
2. ***Candidate statements***
3. ***Candidate photos***

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Office of Governance Services
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