Voting during the Bogota General Assembly

Introduction

To conduct smooth and hassle-free voting, detailed planning and organisation need to be done. Several aspects play an important role in the selection of an online tool for voting. After comparing available popular online tools like Mentimeter, Survey Monkey, and Google Forms; it is proposed to use "SurveyMonkey® - SurveyMonkey.com" to facilitate the voting process at General Assembly in November 2022. The following aspects have been considered for voting at General Assembly:

- **Voting method:** Online voting allows people in today's mobile and digitally advanced society to participate in the democratic process over the internet. It will facilitate voting opportunities for both – onsite and offsite MAs' delegates.
- **Considering one vote per Full MA:** With this tool, the voting can be designed where one of the two authorised delegates of a Full MA can cast the vote. The rules on proxy provide for one MA to carry a maximum of one proxy in addition to their own vote. Therefore, MAs with proxy, will cast two votes. Proxy votes details will be prepared in advance and fit into the tool design.
- **Voting in IPPF languages (English, French, Spanish, Arabic):** The tool lets to design and conduct voting in all four IPPF's working languages.
- **User-Experience – Some of the** MAs' representatives (Chairs/Presidents, Youth members) have already participated in the Survey Monkey voting conducted by IPPF in 2021-2022.
- **MAs Data Management:** IPPF had conducted many such voting (e.g., voting for confirmation of trustees, indicative voting on 2028 Strategy, etc) using MAs data.
- **Device Compatibility:** The tool is compatible with smartphones, tablets, and desktops.
- **Planning of Voting:** With the tool, IPPF can conduct voting for all types of requirements: pre-planned, instant voting.
- **Transparency record:** All results will be recorded in Survey Monkey for record purposes.
- **Time for voting:** For any pre-planned voting item, it will take 5 minutes to complete the voting process with MAs' representatives.
- **Result Compilation Time:** It takes only 5 minutes to compile the result after the voting of the delegates.
- **Trained Resources:** IPPF has trained resources to conduct online voting using the tool.
- **Requirements & Backup Arrangement:**
  - Availability of high-speed internet connection for organisers and voters.
  - Two 27-inch screen computer sets (For the IPPF focal staff & for a backup purpose).
- **Contingency Plan:** In case of emergency, if everything (e.g., internet, computer) fails, we will go by show of hands or paper ballot voting. Voting by show of hands will be quicker than the paper ballots. For that, we can arrange printed voting cards in advance.

Process for voting at GA

In addition to the selection of the online tool, the following steps and preparations will be taken care to ensure successful voting at General Assembly.

- **A focal staff member for conducting voting**: A focal point will be identified to design, implement, and manage the voting process using the Survey Monkey tool.
- **Data requirements:** All the voting questions and other data (e.g., MAs' representatives' details) will be provided at least 2 months before the General Assembly in final form for the voting process.
- **Translated documents in IPPF's languages:** All the final voting formats will be provided in draft design forms (Word) in IPPF's working languages to focal points within 2 months.
- **Testing of voting designs:** All voting designs will be tested in October 2022.
- **Time planning for conducting voting:** Time planning will be discussed with the focal member so that it is realistically conducted within the planned time.
- **1 Desktop (Host) + 1 Desktop (Backup):** 2 Desktops with big screens will be arranged with cabled high-speed connection by IT. The host's computer will be connected to the projector in case the results are to be projected on the screen.
- **For instant voting:** The formats will be predesigned with options, "Yes", "No", "Abstain" for quick voting. It will take total 10 mins, 5 mins for voting, and 5 mins for result compilation.
- **Need a support staff for coordination:** While voting is conducted, a person for supporting and coordination will support the focal staff member at the venue for easy implementation.

A note on mentimeter

Mentimeter is quite easy to operate with less efforts as compared to Survey Monkey. It can also handle multiple languages and voting results can be hidden from participants while they are voting. But it does not allow to have one from a delegation of three which is a prime requirement. Moreover, Mentimeter has anonymous voting, we can't track who cast and who didn't. It requires sharing code, link or QR Code, anybody can vote using that.