



SOP TITLE	TNI Elections and Voting Process
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TNI Elections and Voting Process

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TNI Elections and Voting Process

1.0 Purpose and Applicability

This document describes the procedures applicable to votes and elections held by TNI that are open to the entire TNI membership.

2.0 Summary

This SOP summarizes the process for how TNI votes and elections are held.

3.0 Related Documents

SOP 1-108 Nominations to the TNI Board of Directors
SOP 2-100 Procedures Governing Standards Development
SOP 5-103 NEFAP Nominating Committee Procedure

4.0 Definitions

Not Applicable

5.0 Procedure

5.1 Submission of Required Ballot Information

At least one week prior to the desired start date for the election, the Nominating Committee (for Board of Directors elections) or the applicable Program Administrator (for the NEFAP Executive Committee and Consensus Standards Development Program Executive Committee) shall submit the following information to the IT Administrator:

5.1.1 Votes for Elected Office (Board of Directors or NEFAP Executive Committee)

- 1) List of candidate names
- 2) Candidate biographies
- 3) Start and end date for the term(s) to be elected
- 4) Desired start and end date for the election

5.1.2 Votes for TNI Standards

- 1) Two PDF copies of the TNI Standard to be voted on: one copy with changes from previous TNI Standard marked or highlighted (i.e., "Track Changes"), and one copy presented without changes being marked or highlighted (i.e., "Clean Copy").
- 2) Desired start and end date for the vote or election.

Upon receipt of the submission, the IT Administrator will review the submission for completeness and notify the Program Administrator within 48 hours if any additional information is needed.

5.2 Preparation of Ballots

The IT Administrator shall prepare an electronic ballot for the vote or election. Examples of ballots are provided in Appendices B and D.

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When all required ballot information has been received, the IT Administrator shall set the start date for the vote or election. If the start date desired in the submission cannot be accommodated, the IT Administrator will inform the Nominating Committee or Program Administrator, as applicable, and arrange for a suitable substitute date.

5.3 Election/Vote Start

At or near 12:00am (Eastern) on the start date for the election or vote, the IT Administrator takes the following steps to start the election or vote:

- 1) The electronic ballot is enabled.
- 2) A link to the electronic ballot is added to the TNI Member Page.
- 3) An announcement is posted to the News section of the TNI Website. Refer to Appendices A and C for examples of the language to be used for the announcement.

5.4 Voting In Progress

For votes on TNI Standards, the applicable Program Administrator may request a preliminary tally of votes and/or a summary of comments submitted with votes to be shared with the Chair of the applicable Expert Committee while voting is in progress.

5.5 Election/Vote Completion

At 11:59pm (Eastern) on the end date for the election or vote, the IT Administrator removes the voting link from the TNI Member Page and disables the electronic ballot so that further votes may not be cast.

Within 48 hours of the ending of a vote or election, the IT Administrator downloads a spreadsheet of all votes and comments cast.

5.6 Preparation of Election Results

The IT Administrator prepares a report of the vote or election results. The report consists of the following elements:

5.6.1 Votes for Elected Office (Board of Directors or Executive Committees)

- 1) List of candidate names
- 2) Count of affirmative votes received for the slate of candidates, if applicable
- 3) Count of affirmative, negative, and abstain votes received for each candidate
- 4) Names and counts of write-in votes received

5.6.2 Votes for TNI Standards

- 1) A summary of total votes cast as Affirmative, Affirmative with Comment, Negative with Comment, and Abstain
- 2) A list of all members of the applicable TNI Expert Committee and their votes

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- 3) A spreadsheet of all comments submitted with votes, including the voter name and e-mail address. Comments will be sorted by applicable volume, module, and section number.

5.7 Distribution of Election Results

The IT Administrator e-mails the vote or election results to the applicable Program Administrator, Expert Committee Chair, Consensus Standards Development Program Executive Committee Chair, or Executive Director.

5.8 Security and Confidentiality of Elections or Votes

TNI utilizes web-based electronic voting for all TNI-wide elections and votes. This system has the following characteristics:

- 1) Access to set up ballots, review elections in process, and retrieve election results is strictly limited by password access to the IT Administrator.
- 2) Electronic ballots may only be accessed by TNI members holding an active membership status.
- 3) Each member is limited to a single vote on each ballot.
- 4) The system records each voter's date/time of vote and the IP address of the computer used by the voter.
- 5) The names of TNI members and their votes are kept confidential for all votes concerning elected office.
- 6) The names of TNI members and their votes are kept confidential for all votes concerning the TNI Standard, with two exceptions:
 - a. Names and votes of applicable TNI Expert Committee members are reported to the Program Administrator to ensure that the applicable voting requirements for TNI Standards are followed.
 - b. Names and e-mail addresses of TNI members who cast votes with comments are reported to the applicable TNI Expert Committee so that an appropriate response to the comment can be tendered to the voter.

5.9 SOP Review

This SOP will be reviewed at least every five years and any time a change to the voting or election process is changed.:

6.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0		New SOP
0.1	9/212017	Minor editorial revisions from Policy Committee comments

Appendix A

Standard Verbiage for Announcement of Elected Office Election

The NELAC Institute (TNI) is now having elections for individuals to serve as members of the <Committee Name> for terms beginning on <Term Start Date> and lasting <number> years. All TNI members are encouraged to cast a ballot. The election will occur from <start date> through <end date>. In order to vote, you must log in to the [Members Only](#) area of the website.

There are <number> candidates seeking membership for <number> open positions on the <Committee Name>. <Number> are previous members of the <Committee Name> renewing their term and <number> will be new members.

If you have any questions about this process, please contact <Program Administrator Name> at <Program Administrator E-Mail> or <Program Administrator Phone>.

Biographical material relating to the nominees is provided.

Appendix B

Example Ballot for Elected Office Election

Ballot for the TNI <Committee Name> Election, <Month Year>

This ballot is taken in accordance with Article IV of the TNI By-Laws. The <Committee Name> Nominating Committee is nominating the following candidates for positions of <Committee Name> members commencing <term start date> for a term of <number> years. Biographical material relating to the nominees is provided.

Nominees

<Names of nominees, one per line>

Shall the proposed nominees listed above be elected to serve on the <Committee Name> for the term commencing <term start date>?

Note: If you answer No, you will have the opportunity to vote individually on each nominee, as well as submit write-in candidates.

Yes

No

[Note: If vote is No, the following section is presented to the voter]

If you wish to vote on each nominee individually, please indicate below:

	YES	NO
<Names of Nominees, one per line>	<input type="radio"/>	<input type="radio"/>

You may also choose to write in candidates. Please provide any write-in candidate names below (up to <number>):

[Note: this is a empty box where the voter can enter write-in candidate names)

Submit Votes

Appendix C

Standard Verbiage for Announcement of TNI Standard Vote

The TNI <Name> Expert Committee has voted to approve a <Standard Type, e.g., Voting Draft Standard, Interim Standard> that would affect Module <Number> of Volume <Number> of the TNI <Standard Name>. A copy of the <Standard Type> can be found below (clean and track changes versions). Click the link below to download.

In accordance with SOP 2-100 (Procedures Governing Standards Development), this standard is open to a membership vote on <Start Date> (beginning 15 days after the <Standard Type> is posted). Early voting will be permitted; i.e., all votes cast from the date of publication of the electronic ballot from up to forty-five (45) days after the date of its publication will be accepted. The vote will conclude on <End Date>. Any votes cast on or before <End Date> (closing date) will be reviewed and considered by the <Name> Expert Committee.

TNI urges all members to vote on this standard before <End Date> (closing date). You may choose to vote any time between the posting of this announcement and <End Date>. In order to vote, you must log in to the [Members Only](#) area of the website and then click on link for the <Standard Type> BALLOT.

TNI <Standard Type> on <Standard Name> Standard
<Volume, Module, Title of Affected Standard>:

Clean Track Changes

Clicking on Clean or Track Changes, above, will open a PDF of the <Standard Type>.

When voting you will have the following options:

- Affirmative
- Affirmative with comment
- Negative with comment
- Abstain

Appendix D

Example Ballot for TNI Standard Election

(Page 1)

Issue Date: <Start Date>

Closing Date: <End Date>

Instructions: Please complete the ballot as indicated. All ballots must be submitted by 11:59pm Eastern on <End Date> in order for comments to be considered by the TNI <Name> Expert Committee. Any negative votes without comment will not be considered. If you have any questions about this process, please contact <Executive Director Name> at <Executive Director E-Mail> or <Executive Director Phone>.

The following TNI Standard module is under consideration as a <Standard Type, e.g., Interim Standard, Voting Draft Standard, Final Standard>:

<Sector Name>

Volume <Number>, Module <Number> (Clean Copy)

Volume <Number>, Module <Number> (Track Changes Copy)

Clicking on the title, above, will open a PDF of the <Standard Type> in a separate window.

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TNI Standard, <Number>, Module <Number>

The following links will open the <Standard Type> in a separate window:

Volume <Number>, Module <Number> (Clean Copy)

Volume <Number>, Module <Number> (Track Changes Copy)

Shall the <Standard Type> for the TNI <Sector> Standard, Volume <Number>, Module <Number>, <Title of Standard>, dated <Date of Standard>, be adopted?

- Affirmative**
- Affirmative with comment**
- Negative with comment**
- Abstain**

If you voted "Affirmative with comment" or "Negative with comment," type your comment below. You may also attach your comment or supporting documentation using the upload button.

Please include the relevant section number(s) from the module in question. This will facilitate the Expert Committee's review of your comment.

Section Number(s) for Comment

Vote Comment for Volume <Number>, Module <Number>

Upload a File

SELECT FILES

SUBMIT BALLOT