

# USC Staff Assembly

## Resolution 19/20-05

### **USC Staff Assembly Remote Vote SOP Addition**

Due to the nature of business during COVID-19, and with the increased use of remote technology as a tool to conduct business more efficiently and safely, the Rules and Elections Committee presents the following addition to the USC Staff Assembly Standard Operating Procedures (SOP) as a formal Resolution for your consideration, feedback, and vote.

#### 10. Remote Voting

1. As General Assembly Meeting attendance will now involve a component where Members may attend via video, phone, or other remote capacity, technology may be used as a substitute to capture the vote of the Membership. Additionally, in the event that circumstances warrant the vote of the Assembly- but convening all Members is not feasible or is not necessary- remote voting may be allowed as an alternative to in-person voting.
2. The following protocols will be put in place to ensure that voting will be conducted in a manner that captures the will of the Assembly while remaining secure, legitimate, and official:
  - a. All votes will be conducted on a secure platform supported by USC ITS, with administration of the platform and all votes conducted only using USC credentials.
  - b. All Members will receive a unique link for their vote, only accessible via the Member's USC work e-mail. The Member's e-mail will be provided to the Rules and Elections Committee as part of the confirmation to serve on Staff Assembly and is maintained as part of the current Staff Assembly Roster.
  - c. The Member's unique voting link will be re-provided by the Rules and Elections Chair in the event the Member's voting email is not received, or is lost, or deleted.
  - d. The voting platform will automatically prohibit multiple votes using the same link. It will be the responsibility of the individual Members to keep their link secure.
  - e. Only votes cast as "In Favor" or "Opposed" will be counted when determining the outcome of the vote. Abstentions and abandoned votes will not be counted as part of the total percentage or final count when determining if a resolution has passed.
  - f. Votes will be tallied and released to the Membership indicating the total number of all who vote "In Favor", "Opposed", or "Abstain".
  - g. Individual Member's votes will not be shared, discussed, or distributed.
  - h. The Rules and Elections Committee will be responsible for ensuring that all votes are conducted in a fair and transparent fashion.

- i. Voting can be audited by the Rules and Elections Chair in the event of any perceived element of voting fraud, attempted or suspected misuse of the voting platform or individual ballots.
- j. As voting represents one of the most sacred individual rights, any Member, Chair, or Officer who attempts to interfere, alter, or change results within the secure platform or the individual vote of another Member will be held responsible and is subject to removal or censure based on the Bylaws: "Section 5. Resignation, Removal, and Censure".
- k. All votes must allow members a minimum of 72 hours to vote before voting will be officially closed.

X

  
Erika H. Chesley

USC Staff Assembly President

Date

7/27/2020