



## **Appendix D: Procedure for Electronic Voting**

Given the geographical and economic difficulties of members' attending EFAT's General Assemblies (GA), EFAT shall use an online electronic voting system to ensure the democratic process for elections, statutes and RIO changes and/or any other important matter which is not based on a spontaneous motion at the GA.

This electronic ballot tool shall be safe and ensure anonymous casting of ballots.

### **Procedure:**

1. Online voting shall be opened 2 weeks prior to the GA, EGA or any previously defined deadline.
2. The list of voters shall be uploaded 1 week before opening of the vote, for generating and sending access codes to voters.
3. The voters' lists shall be updated and closed 1 week prior to upload into the voting system (= at the same time as the invitation and agenda for the GA are sent to members).
4. Two separate voters' lists shall be generated for the Chamber of Associations and the Chamber of Individuals, and two separate ballots shall be organized, held and counted.
5. The system is set to close voting at midnight before the date of the GA or EGA in order to be able to announce the results at the GA or EGA.

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