SENY Area 49 · Roster49 Elections

Staff Walkthrough Guide

Roles and Responsibilities

Click on the link to of the position to see more about the role and screenshots of what to expect

Delegate

- Presides over the assembly's voting process: instructs when ballots open and close, oversees the count alongside the Balloter, and gives final approval before results are released.

Balloter (1 person, **computer needed**, past delegate preferred)

- Works directly with the Delegate to manage the ballot: adds candidate names as they're announced, oversees vote entry and counting (in person and online), and helps confirm results before release.

Election Assistant (1 person, **computer needed**)

- Manages the shared screen/projection during voting: displaying the candidate list, round results, and Third Legacy Procedure information as the process unfolds. Also serves as technical backup if something online needs troubleshooting live.

Online Help (2 people, **computer needed**, in the virtual meeting)

- The online equivalent of the Snag Table: helps virtual attendees resolve Yellow status, confirms primary/alternate attendance, releases a locked ballot when appropriate, and hands a vote to an alternate if a primary has to leave.

Analog/ In person check in (1 person, **computer needed**)

- Staff the in-person check-in table for anyone who'd rather not use a phone or QR code, or who runs into any difficulty checking in.

Snag/Issues Table (1 person, **computer needed**)

- The on-site table for resolving in-person issues as they come up — including Yellow status questions, primary/alternate confirmation, and other check-in hiccups.

Packet Distributor (1 person, no computer needed)

- You read the color directly off the voter's own confirmation screen — Green: hand over their packet. Red: no packet needed. Yellow: send them back to Sign-In or the Snag Table first. **There's nothing to walk through here since there's no screen of your own.**Packet will consist of everything one needs to vote for the day, Ballots, pencil, simple majority voting paddles.

Floaters

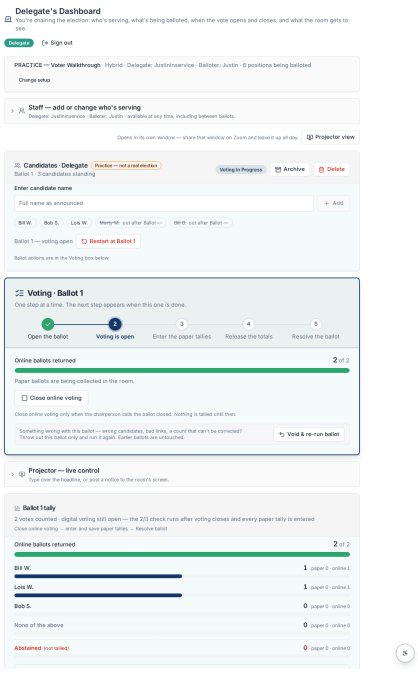
- Spanish interpreters assisting with check in and crowd guidance
- Directing people who are comfortable to use the QR code to check in then, depending on their status, head to the packet distribution table or snag/issues table.

Delegate

You're chairing the election: who's serving, what's being balloted, when the vote opens and closes, and what the room gets to see.

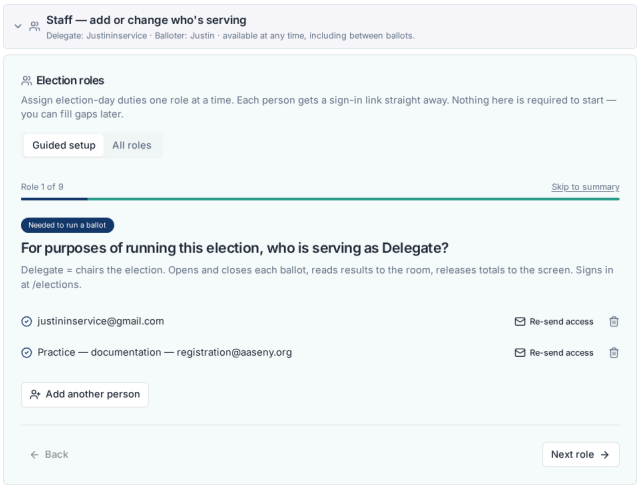
1. Your dashboard

This is home base. It shows the current setup, staff, live voting, and access to the projector.



2. Staff — who's serving

Assign or check who's filling each role, one at a time. Everyone gets a sign-in link right away — nothing here blocks you from starting, and you can fill gaps later.



3. Running a ballot, step by step

The Voting box walks you through five steps in order, one at a time: Open the ballot → Voting is open → Enter the paper tallies → Release the totals → Resolve the ballot.

☐ Confirm who's standing before you open the ballot.

☐ Open the ballot — this makes /vote go live immediately for online voters.

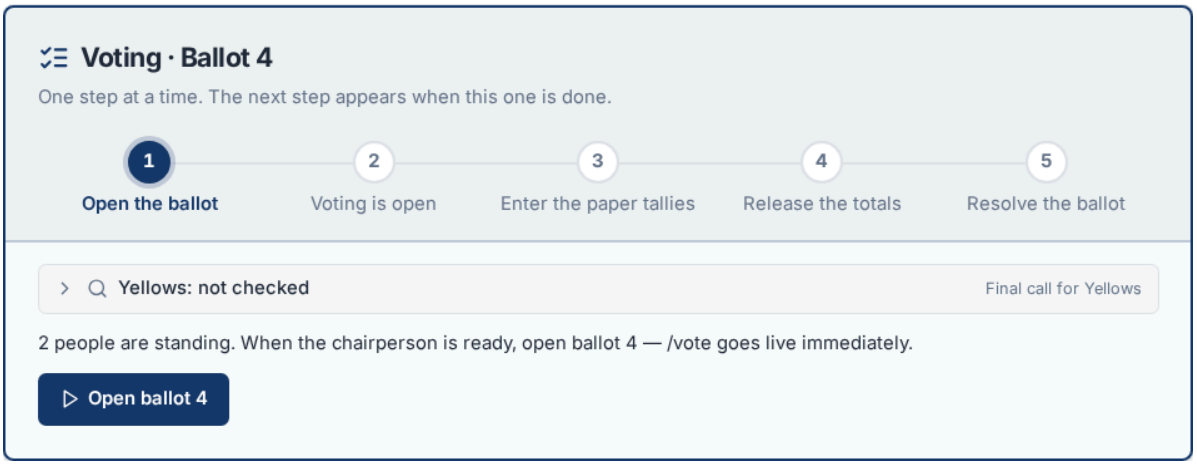
☐ Close online voting only when the chairperson calls the ballot closed.

☐ Enter the paper tally for every candidate, plus none-of-the-above and abstain.

☐ Release the totals to the room when all counts are in.

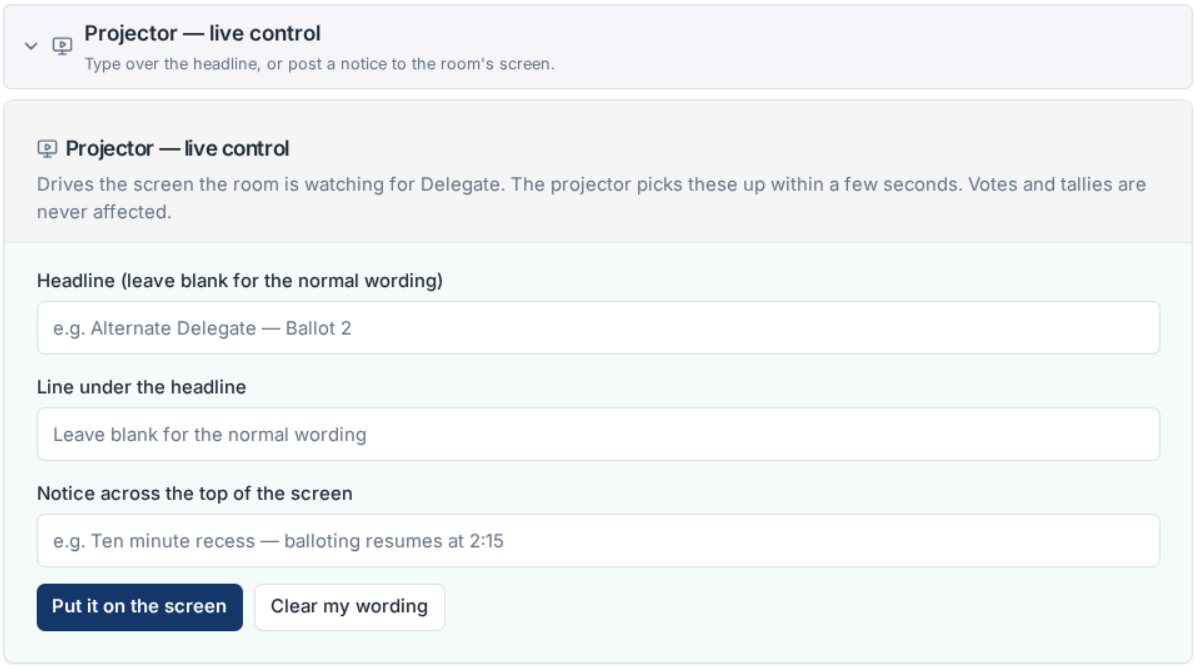
☐ Resolve the ballot — this is what actually writes the result. Nothing is written until you confirm.





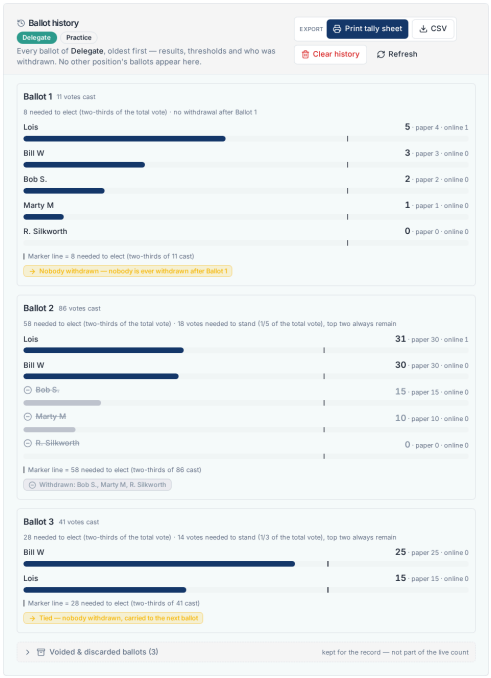
4. Projector — live control

You can drive what the room's screen shows — type over the headline, or post a notice (like a recess announcement) across the top. This never affects votes or tallies, only what's displayed.



5. Ballot history

Every ballot for a position, oldest first — results, thresholds, and who was withdrawn. This is your record; print a tally sheet or export a CSV any time.



6. Backup tools

For fixing one voter at a time: grant, block, or re-issue a single ballot, or move a vote between a primary and their alternate.

Backup tools — for fixing one voter at a time

Eligibility and delivery fixes for individual voters.

Ballot overrides

Grant, block or re-send one voter's ballot.

Voter email

voter@example.com

Grant ballot | Block ballot | Re-issue ballot

Move the vote (primary ↔ alternate)

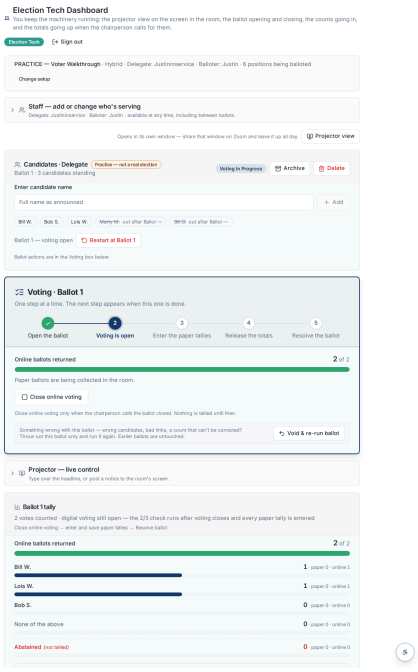
Takes effect after this election resolves.

Take the vote from	Give the vote to	Reason (optional)	
alternate@example.com	primary@example.com	Primary arrived after check-in	Move the vote

Balloter (Election Tech)

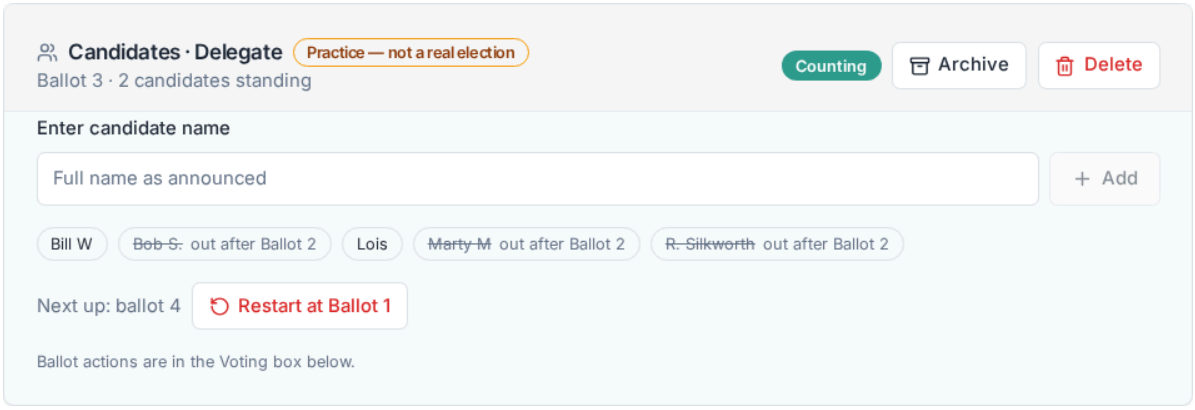
You keep the machinery running: the projector view on the screen in the room, the ballot opening and closing, the counts going in, and the totals going up when the chairperson calls for them.

1. Your dashboard



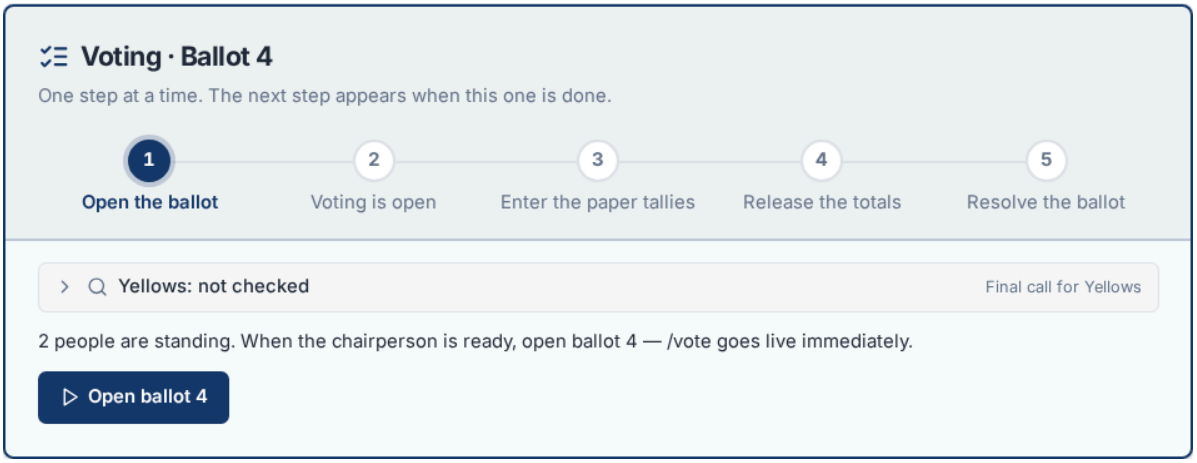
2. Enter candidates as they're announced

Add each candidate's name as they're announced from the floor. As ballots are entered, this list will not change.



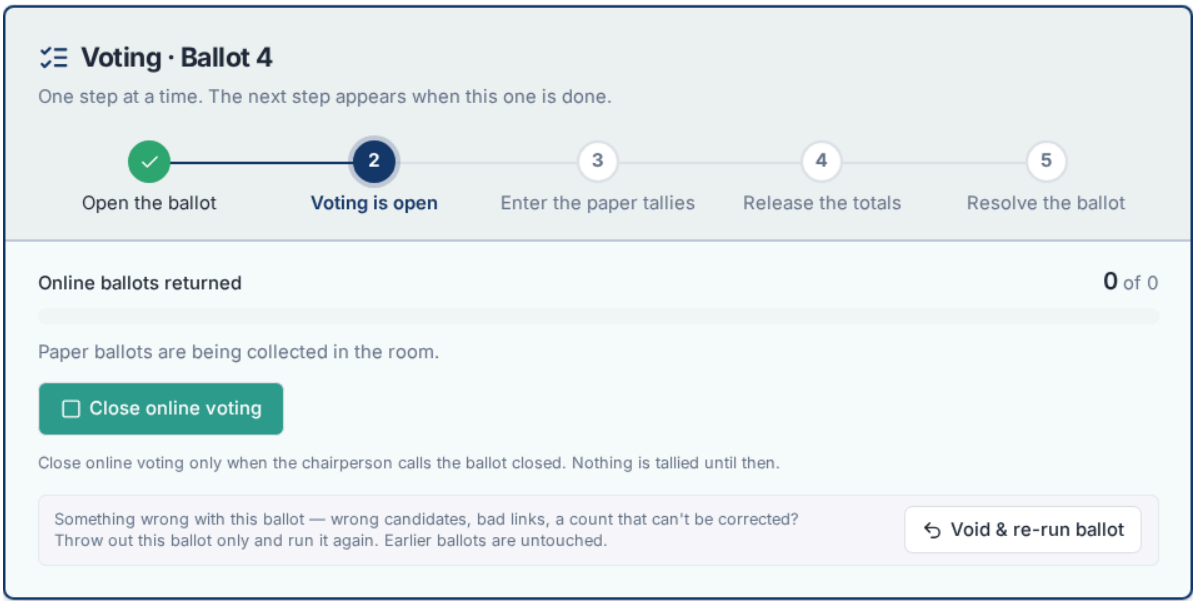
3. Open the ballot

When the chairperson is ready, open the ballot — /vote goes live immediately for online voters.



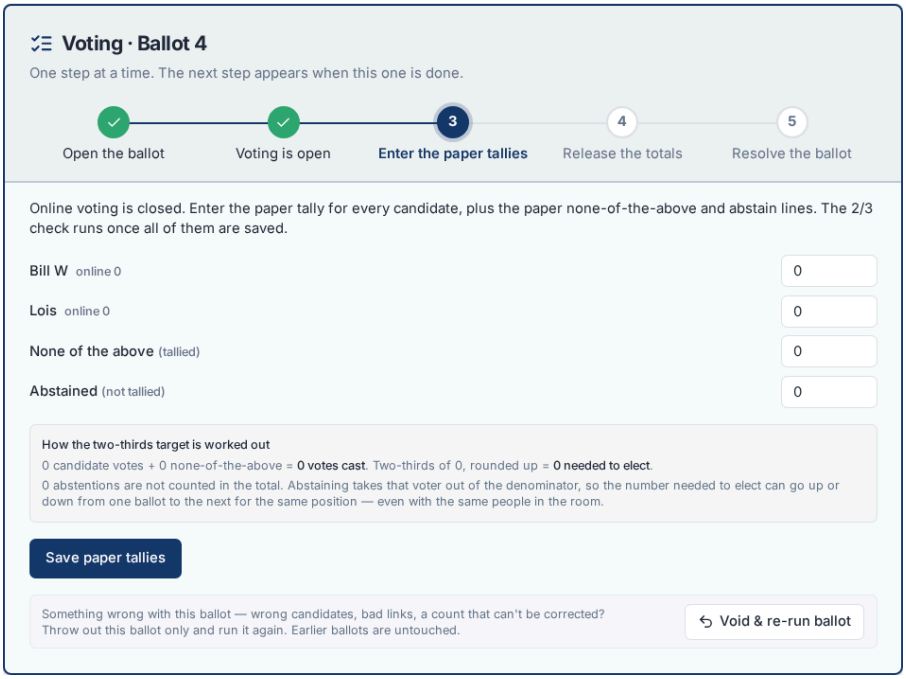
4. Voting is open

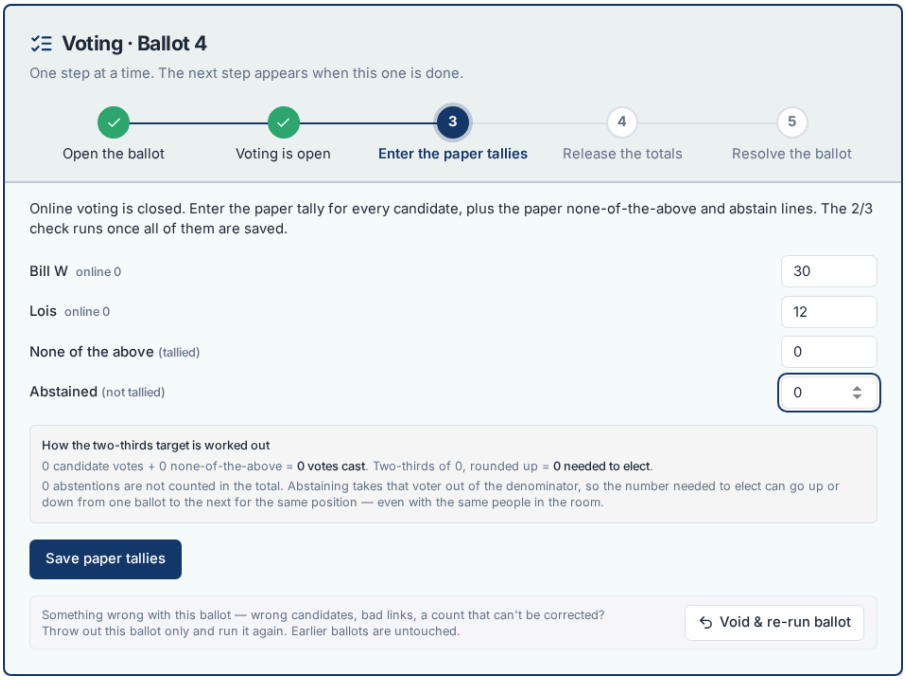
Online ballots come in automatically. Paper ballots are being collected in the room at the same time. Close online voting only when the chairperson calls the ballot closed — nothing is tallied until then.



5. Enter the paper tallies

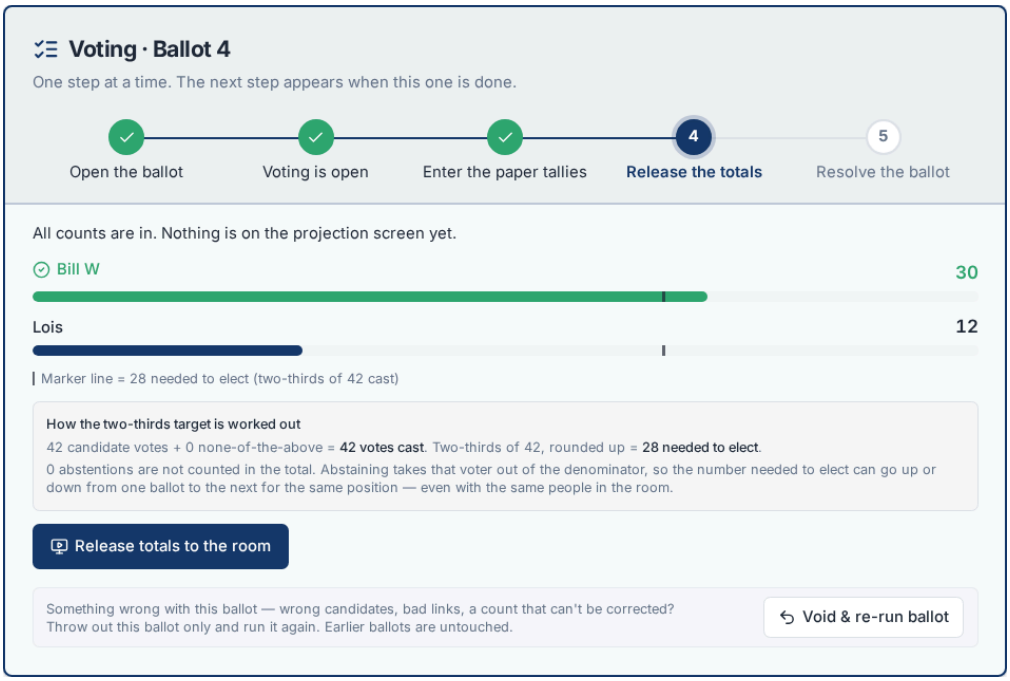
Once online voting is closed, enter the paper count for every candidate, plus none-of-the-above and abstain. The two-thirds check runs once everything is saved.





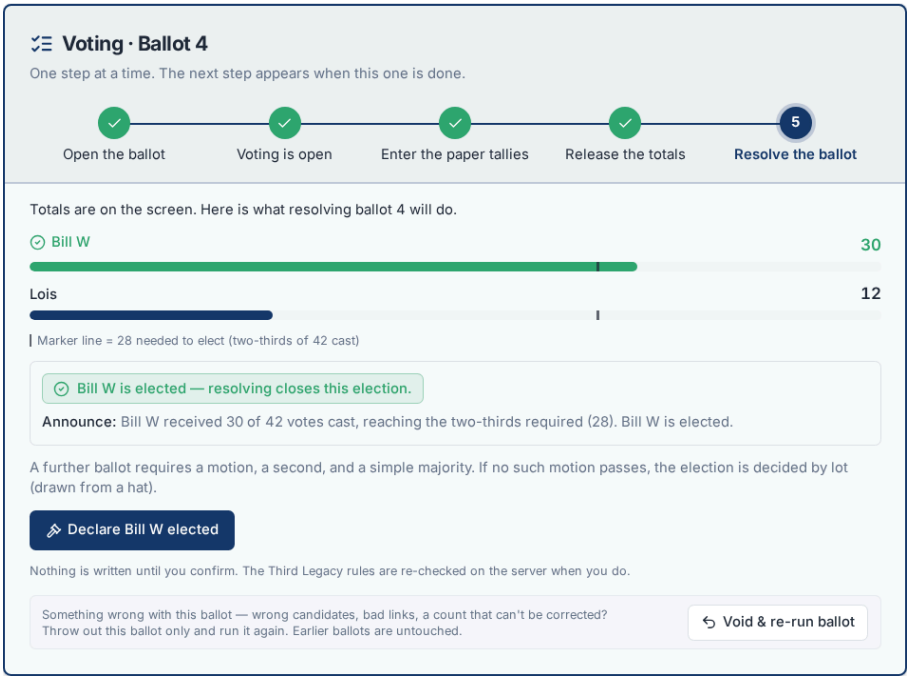
6. Release the totals

All counts are in, but nothing is on the projection screen yet — this step is what puts it there.



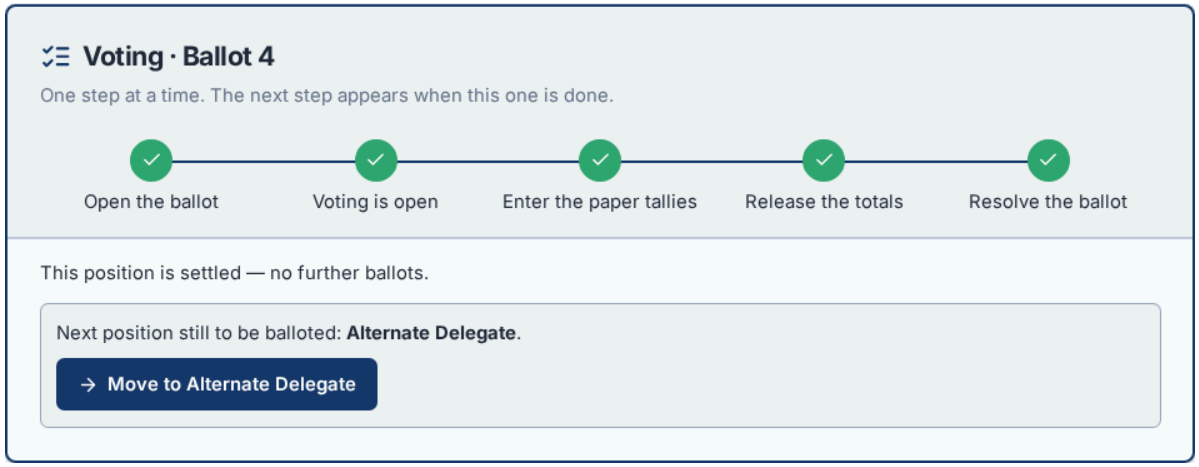
7. Resolve the ballot

This is the step that actually decides the outcome — elected, withdrawn, or carried to the next ballot. Nothing is written until you confirm; the Third Legacy rules are re-checked on the server when you do.



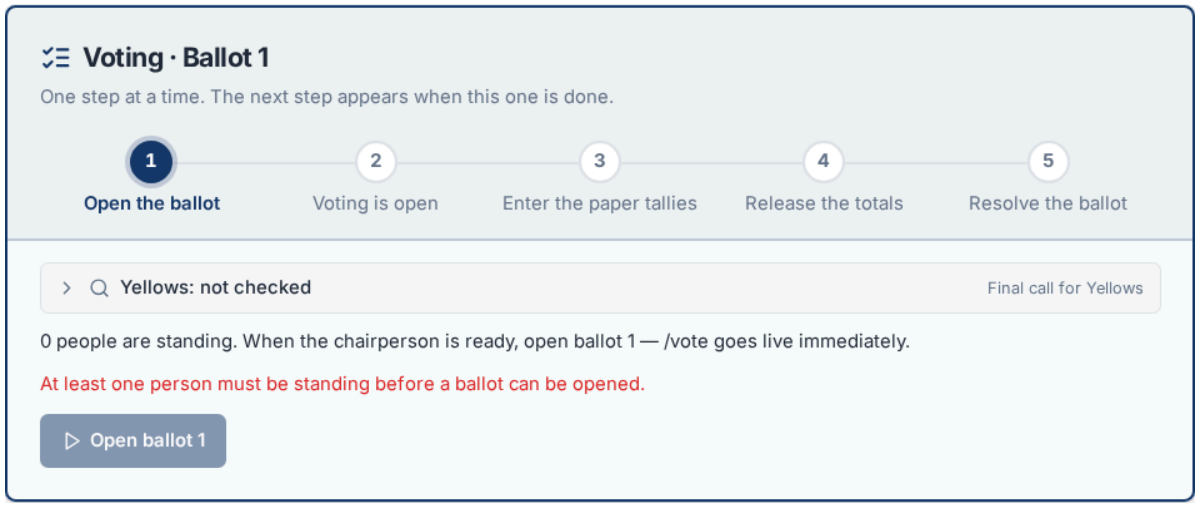
8. Position complete

Once a position is settled, there's nothing further to do for it — move straight to the next position still to be balloted.



9. Starting the next position

The system won't let you open a ballot with nobody standing — at least one person must be standing first.



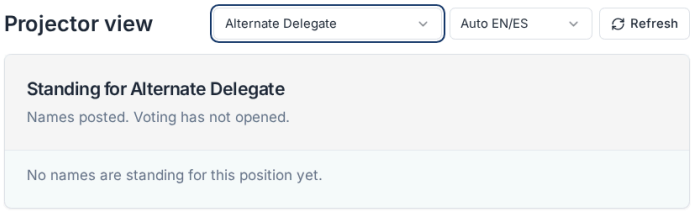
If something's wrong with a ballot — wrong candidates, bad links, a count that can't be corrected — use Void & re-run ballot. This throws out that ballot only and runs it again; earlier ballots are untouched.

Election Assistant

You manage the shared screen the room is watching — displaying the candidate list, round results, and Third Legacy Procedure information as the process unfolds. You're also technical backup if something online needs troubleshooting live.

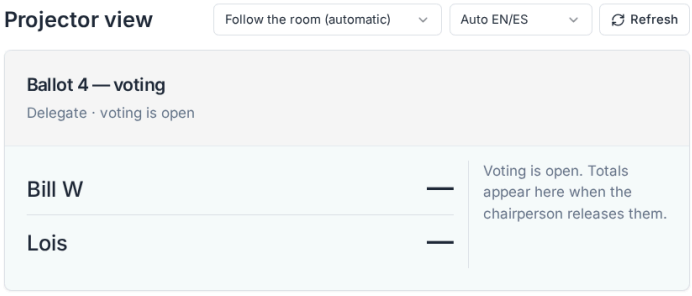
1. Before voting opens

Names are posted, but voting hasn't opened yet. This is what the room sees while everyone gets settled.



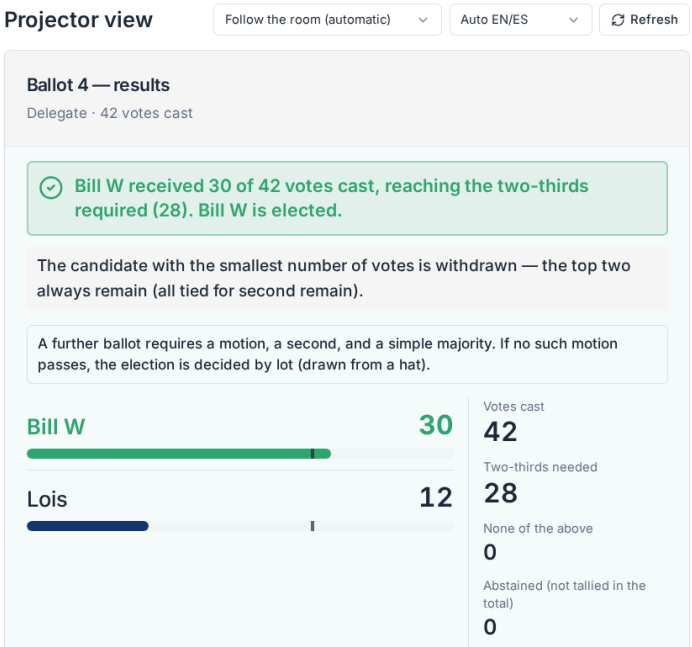
2. While voting is open

Totals are deliberately held back until the Delegate and Balloter release them — this keeps the room from watching votes trickle in.



3. Results released

Once released, the room sees the full breakdown — votes cast, the two-thirds needed, and the outcome, along with the relevant Third Legacy rule for what happens next.



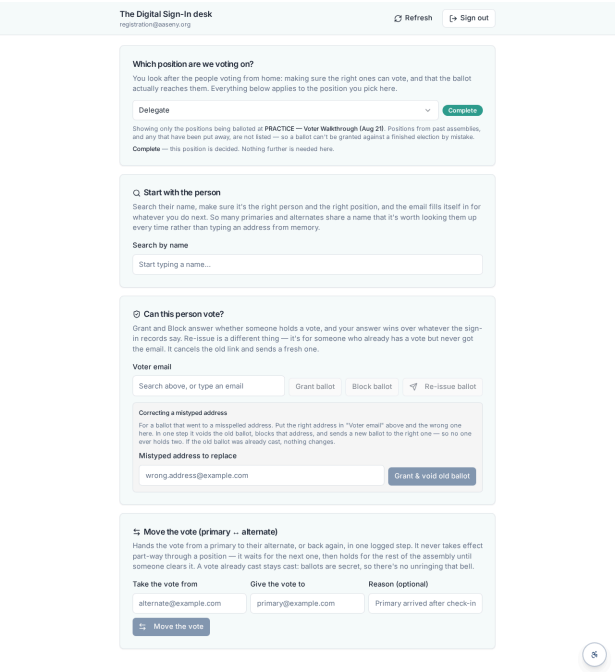
This view opens in its own window — share that window on Zoom and leave it up all day. It updates on its own; you don't need to refresh it manually.

Online Help

You look after the people voting from home: making sure the right ones can vote, and that the ballot actually reaches them.

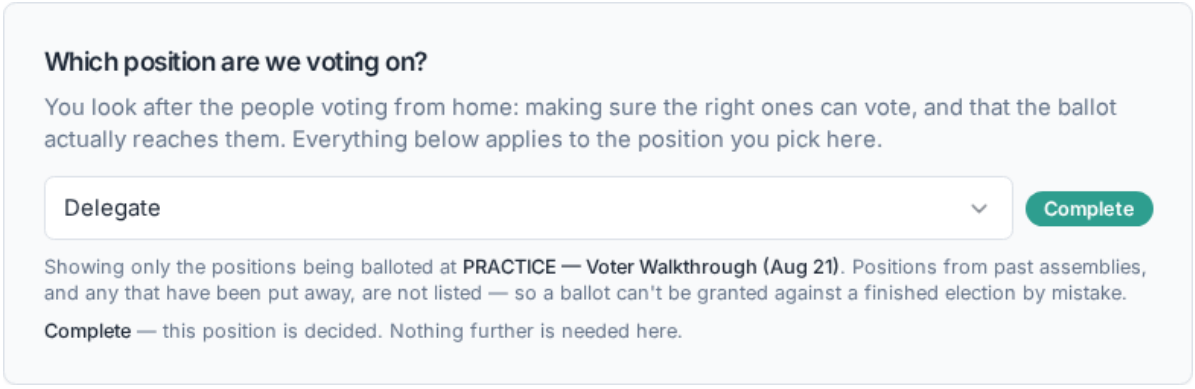
1. Which position are we voting on?

Everything on your screen applies to the position you pick here. Only positions currently being balloted are listed, so a ballot can't be granted against a finished election by mistake.



2. Start with the person

Search their name first, rather than typing an email from memory — so many primaries and alternates share a name that it's worth confirming every time. The email fills itself in for whatever you do next.



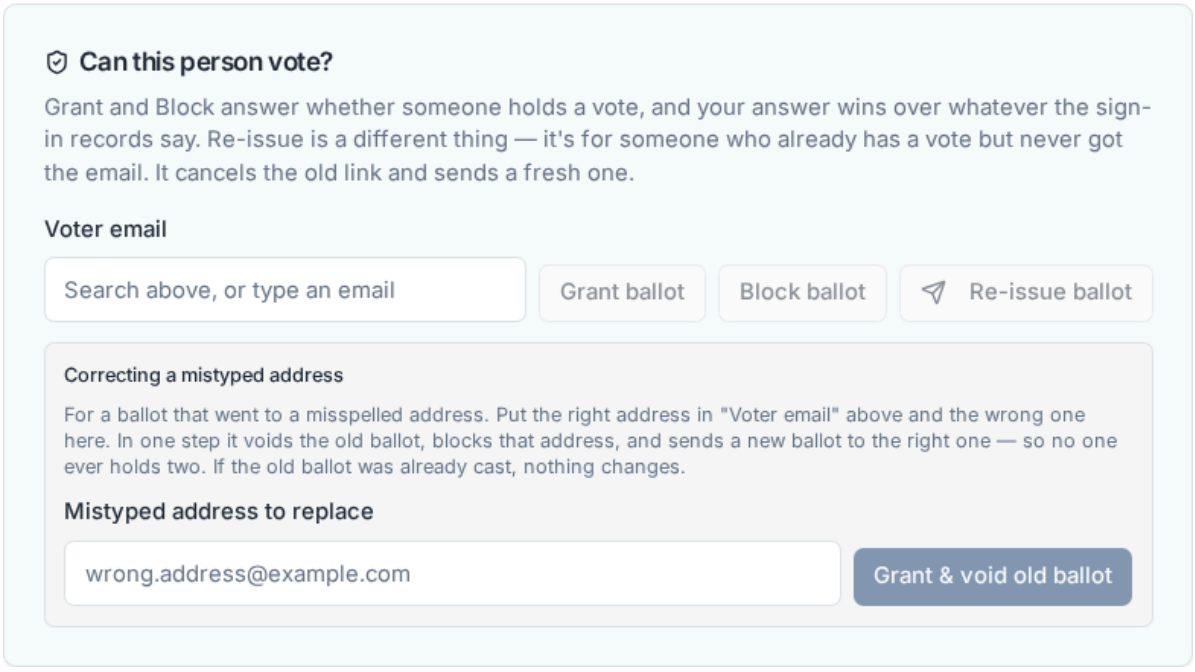
3. Can this person vote?

Grant and Block answer whether someone holds a vote, and your answer wins over whatever the sign-in records say. Re-issue is different — it's for someone who already has a vote but never got the email; it cancels the old link and sends a fresh one.



4. Correcting a mistyped address

For a ballot that went to a misspelled address: put the right address in Voter email above, and the wrong one in Mistyped address to replace. In one step this voids the old ballot, blocks that address, and sends a new one to the right address — so no one ever holds two.



5. Move the vote (primary ↔ alternate)

Hands the vote from a primary to their alternate, or back again, in one logged step. It never takes effect part-way through a position — it waits for the next one, then holds for the rest of the assembly until someone clears it. A vote already cast stays cast: ballots are secret, so there's no unringing that bell.

⇆ Move the vote (primary ↔ alternate)

Hands the vote from a primary to their alternate, or back again, in one logged step. It never takes effect part-way through a position — it waits for the next one, then holds for the rest of the assembly until someone clears it. A vote already cast stays cast: ballots are secret, so there's no unringing that bell.

Take the vote from	Give the vote to	Reason (optional)
alternate@example.com	primary@example.com	Primary arrived after check-in

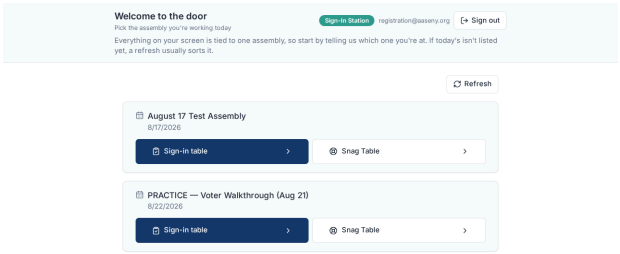
⇆ Move the vote

Analog/ In person check in

You staff the door: find the person, sign them in, and hand them the packet the color tells you to.

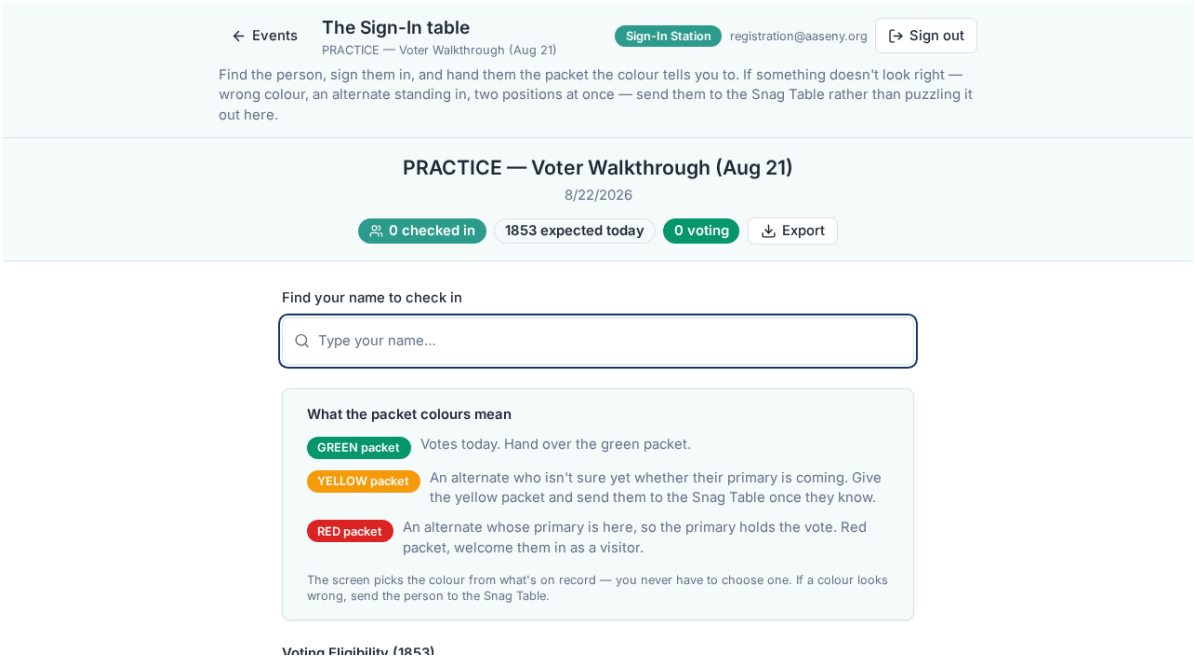
1. Pick the assembly

Everything on your screen is tied to one assembly, so start by telling us which one you're working today.

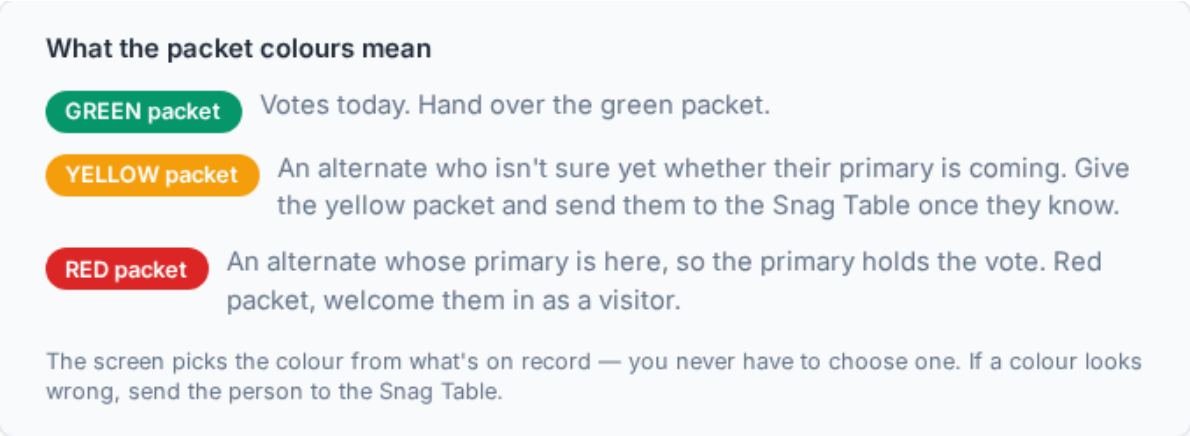


2. The check-in screen

Find the person, sign them in, and hand them the packet the color tells you to. If something doesn't look right — wrong color, an alternate standing in, two positions at once — send them to the Snag Table rather than puzzling it out here.



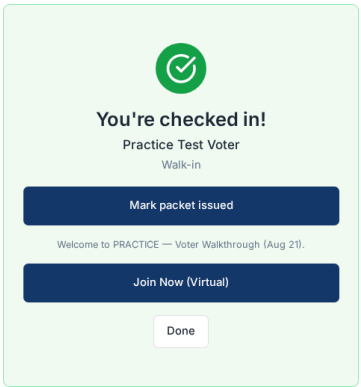
3. What the packet colors mean

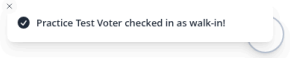


GREEN name tag — Votes today. Hand over the green name tag and the voter packet.
YELLOW name tag — An alternate who isn't sure yet whether their primary is coming. Give the yellow name tag (no packet yet) and send them to the Snag Table once they know.
RED name tag — An alternate whose primary is here, so the primary holds the vote. Red name tag, no packet needed — welcome them in as a visitor.
The screen picks the color from what's on record — you never have to choose one. If a color looks wrong, send the person to the Snag Table.

4. After check-in

Once someone's checked in, confirm their packet was handed over, and for online attendees, they can join the assembly right from this confirmation.



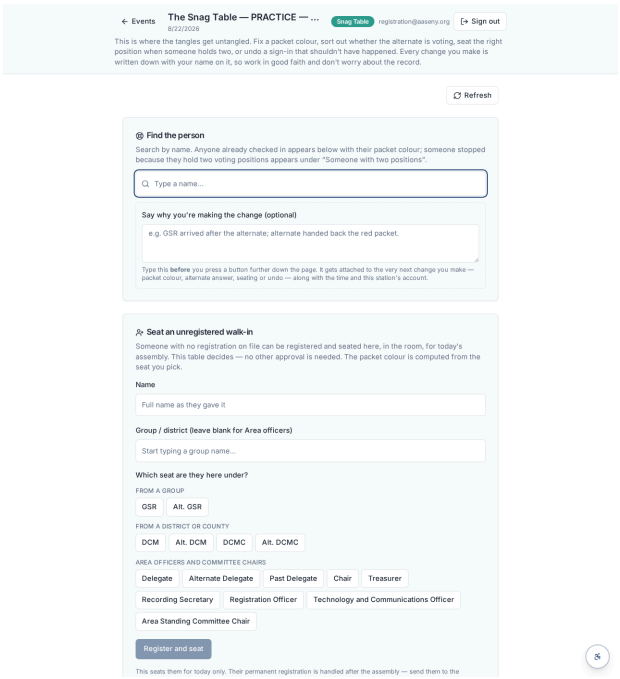


Snag/Issues Table

This is where the tangles get untangled. Fix a packet color, sort out whether the alternate is voting, seat the right position when someone holds two, or undo a sign-in that shouldn't have happened. Every change you make is written down with your name on it, so work in good faith and don't worry about the record.

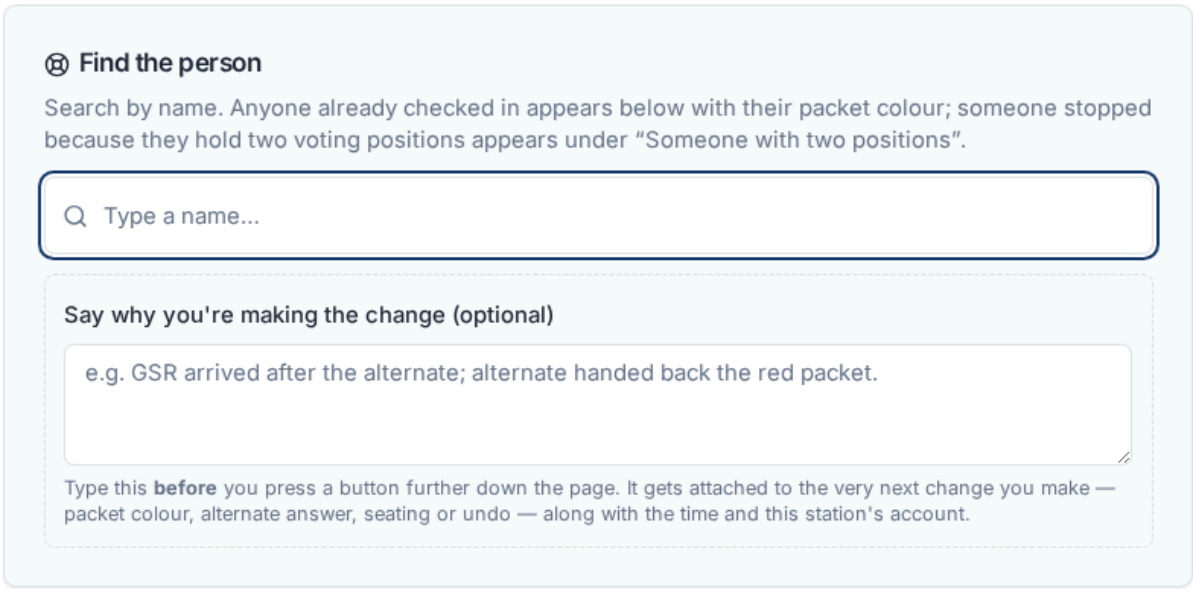
1. Find the person

Search by name. Anyone already checked in appears with their packet color; someone stopped because they hold two voting positions appears under “Someone with two positions.”



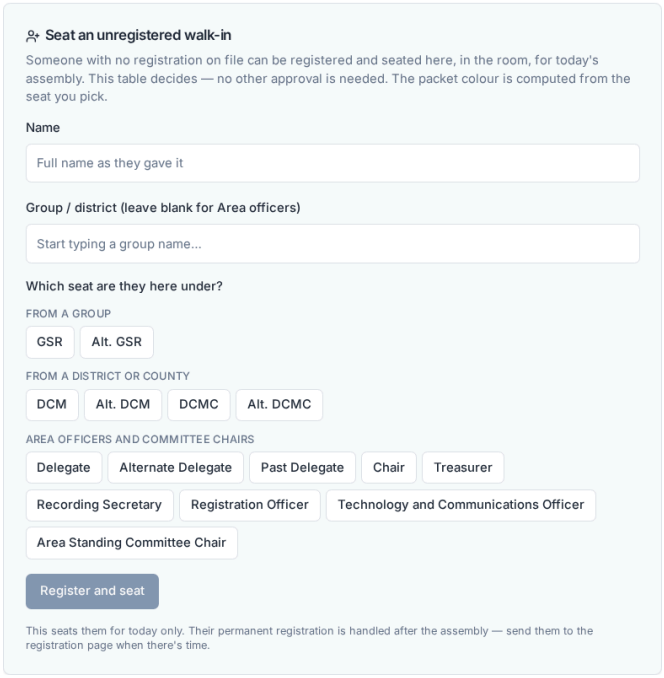
2. Say why, if you'd like

Want a reason on the record? Type it in the box before you press anything else — it gets attached to the very next change you make, along with the time and this station's account.



3. Seat an unregistered walk-in

Someone with no registration on file can be registered and seated here, in the room, for today's assembly. This table decides — no other approval is needed. The packet color is computed from the seat you pick. Their permanent registration is handled after the assembly.



4. Recent check-ins

Correct a packet color, change an alternate's primary-attendance answer, or undo a check-in entered by mistake.

Most recent check-ins

Correct a packet colour, change an alternate's primary-attendance answer, or undo a check-in entered by mistake.

Want a reason on the record? Type it in the box at the top of the page before you press anything here.

Practice Test Voter

7:51:11 PM

Walk-in

Correct the packet

GREEN packet | YELLOW packet | RED packet

Undo this check-in