

Procedure for Setting Up HPS Chapter Online Voting

The contact for automating your chapter voting for officers, etc., is Ruediger Birenheide (birenheide@gmail.com), the webmaster for the Health Physics Society Chapter Web site, www.hpschapters.org.

There is a standard "procedure" for HPS chapter voting pages. For chapter elections, Ruedi needs the (1) offices up for election, (2) names of candidates (write-ins can be offered as well), (3) biographies (if you want them to appear on the site), and (4) the desired deadline for the election. For other types of voting, such as for rules or bylaws changes, etc., contact Ruedi, explain what you are sending for vote, and he will tell you what he needs.

In addition, Ruedi needs a list of eligible members with names and passwords (Excel file is fine). Log-in is necessary to prevent double voting or voting by nonmembers. Passwords are assigned by the chapter. They can be randomly generated by the chapter or with Ruedi's help or they can be a chapter ID or member number already known by the chapter member. In any case, the chapter will be responsible for the members knowing their passwords.

Once Ruedi receives the complete information, he can set up a test site within about a week. A real-time vote count will be available for authorized chapter administrators, and a preset shut-down date will be implemented.