



2023 Statewide Officer and Regional Director Elections **Voting Instructions**

At the May 2023 Re-Organizing State Convention, Delegates will vote to elect a new CADEM Secretary and Controller (Secretary is currently an interim appointment, and Controller is vacant) and elect Regional Directors for a two (2) year term in the NEW reapportioned CADEM regions. Link below.

<https://cadem.org/wp-content/uploads/2022/09/Final-Draft-Map.pdf>

Who can vote?

Only Credentialed Delegates or their proxies will be eligible to vote in this election.

How do I become a credentialed delegate?

To be a Credentialed Delegate, a delegate must pay their delegate dues and registration fee, and pick up their credential at the convention.

The credentialing and registration room will be Hall B, at the Los Angeles Convention Center (LACC). The credentialing and registration room will be open Friday, May 26th, from 3:00 PM to 8:30 PM, and Saturday, May 27th, from 9:00 AM to 1:00 PM.

If you did not pay your dues and registration online prior to May 1st, you can still register on-site to pay your 2023 DSCC dues and the 2023 May Convention registration fee.

A delegate MUST pick up their credential during either window to be eligible to participate in the Officer and Regional Director Election.

What is a proxy?

A proxy is someone that is going to attend the convention in the place of a delegate. For a Proxy to be able to pick up a delegate's credentials, the delegate's dues and registration fee will need to have been paid, and a proxy form must be submitted.

Please use this link to find the proxy registration form.

<https://fs3.formsite.com/CADEM2011/yo7feou491/index>

The Proxy will need to pick up the credential for the delegate from the credentialing and registration room, which will be open Friday, May 26th, from 3:00 PM to 8:30 PM, and Saturday, May 27th, from 9:00 AM to 1:00 PM.

How do we vote in the Officer and Regional Director Elections?

All voting will be done on a voting portal managed by the Merriman River Group (MRG). The voting portal can be accessed on any smartphone or tablet, and any computer with wifi access.

There will be two ways to vote in the Officer and Regional Director Elections.

First, there will be online voting, similar to how voting for the 2021 Officer Elections and the 2022 Endorsement voting was conducted at the last two conventions.

Second, there will be in-person voting, for people who do not have a smart device and need to use a tablet provided by the Party.

Voting at Convention will be done electronically and administered by the [Merriman River Group](#).

When is voting happening?

Online Voting will open on Saturday, May 27th at the close of General Session or at 4:00 PM, whichever time is later. At that time, an email will be sent out to all delegates with a link to the voting portal and a unique 4-digit Pin code.

In Person voting will open at 5 PM in the Gold Ballroom 1, at the J.W. Marriott.

All voting will end at 7 PM.

How will online voting work?

All voting will be done on a voting portal managed by the Merriman River Group. Voters will have to enter their DSCC ID Number (which will be on their credential) and a unique 4-digit PIN to enter the portal. The 4-digit PIN will be emailed to voters at the close of General Session or at 4:00 PM, whichever time is later.

All voters will receive 2-3 emails from CADEM.

- Prior to the close of the General Session, an email will be sent out to all credentialed delegates with information on the online and in person voting.
- At the close of the General Session on Saturday or 4:00 PM, whichever time is later, an email will be sent out to all credentialed delegates with a link to the voting portal and a unique 4-digit Pin code.
- At 6 PM, another email will be sent to all credentialed delegates, who have not voted yet, reminding them that they have 1 hour to cast their vote.

Only delegates that have an email address on file, will be sent an email. If a delegate does not have an email on file, they will need to add one when picking up their credential.

How will in-person voting work?

There will be a voting room at the convention, for delegates that are unable to vote using their own devices or do not have an email address on file with the party.

Voting will be in the Gold Ballroom 1, at the J.W. Marriott. When you arrive at the Gold Ballroom, delegates will enter the line to receive help.

Delegates that have their pin and just need a device will be sent directly to a tablet, as it is available.

Delegates that need their pin, will work with a member of MRG to retrieve their PIN. For a delegate to receive their PIN, they need to show their DSCC ID Number on their credential. After presenting their credential, an index card will be given to the delegate with their 4-digit PIN. No alternative forms of identification or verification will be accepted to receive a PIN. Once a delegate has been given their PIN, they will be sent directly to a tablet as it is available.

What if I need to update the email address the ballot is going to?

When a Delegate or their Proxy picks up their credential, they will have the opportunity to update their voting email at the Credentials/Proxy table. At the table, a Delegate must show their credential to the volunteer, who will enter the information from the credential to the delegate email change form. After the information on the credential has been successfully entered, the volunteer will confirm the information on the delegate's credential with the delegate and give the delegate the opportunity to enter their own email address on the Delegate Email Change Form. The email the Delegate enters will be where the ballot is sent. A confirmation email will be sent to the email entered onto the Delegate Change Form.

Delegates/Proxies will only be able to update their email in the credentialing and registration room, which will be open Friday, May 26th, from 3:00 PM to 8:30 PM, and Saturday, May 27th, from 9:00 AM to 1:00 PM.