

Standard Operating Procedure (SOP) – Electronic voting

Title: **Electronic voting as a legitimate process**

Number: **01**

Date: 24 September 2013 – *Last review March 2024*

Statement of purpose:

To ensure that electronic voting is established as a legitimate process that may be used outside & beyond the annual meeting

Related issues:

Logistics and electronic platform, legality

Context / Committee:

Executive Board, Communications Committee

Details:

- Initiation by ISPN President and/or Secretary.
- Method: email or any appropriate electronic voting tool; anonymity & confidentiality guaranteed through the ISPN secretariat.
- Quorum and majority according to the same principles as during the yearly physical meetings.
- Voting results will be collected and verified by secretariat
- Finalization of decision by secretary and/or president
- Results will be communicated to participants electronically

Review period:

Every second year.