Advisory Council Elections

The Advisory Council election process is available to persons whose role in Kairos leadership authorizes their access to the election tools in Kairos Messenger. Note that a person who is not authorized to manage the Advisory Council election process may not have access to those parts of the election tools that involve recording election information.

The primary person who has the responsibility (and therefore, the access) for the election process and keeping the roster updates is the Advisory Council Secretary. Persons with certain other roles may have access for viewing parts of the process but not in actually recoding the election results.

To conduct the Advisory Council election, click on the Organization menu button, then Elections, and then Advisory Council.

Organization	Volunteers	Donors
Dashboard		
Member List		
Elections	Advisory Council	
	State Chapter	

This gives you the main "Record and Review Annual Advisory Council Election" screen.

All the resources you need to record and report the Advisory Council elections are accessed from this single screen.

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, commuicate, and record annual elections to the Advisory Council positions. You can also print a roster of your Advisory Council's members and positions.

What's Different?   Recording Elections is simpler now, click to see what's different

Enter Election Year: 2020   Must Enter Year and TAB Before Recording or Emailing

1. Nominations and Voting for Advisory Council Membership
Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

Print Election History   Print History of Elections

Email Nomination Request

Email Election Vote

2. Record Position Elections
Record the position election results.

Positions Election   Click to process elections of Standard Positions

Replace a Person   If someone resigns during their year

3. Notification of Elections
Send email notification of the elections AND any changes in elections.

Email Election Results to Volunteers

Email Elected Persons   Includes Job Description and login password

4. Advisory Council Roster
After you have recorded the elections, you can create a report of your Advisory Council members and roles

Advisory Council Roster   Click to print Roster of Advisory Council

✓ Close

The process of recording the elections has changed with the 2021 elections. Click the "What's Different" button to get a quick description of the change.

Record and Review Annual Advisory Council Elections
The current Advisory Council secretary can track, commuicate, and record annual elections to the
You can also print a roster of your Advisory Council's members and positions.

What's Different? Recording Elections is simpler now, click to see what's different

Enter Election Year: 2020 **Must Enter Year and TAB Before Recording or Emailing**

The important issue is that the Active Volunteers elect persons to the Advisory Council, and you can email them to solicit nominations to the Advisory Council and then solicit their vote for the members of the Advisory Council. You no longer have to record those elections to the Advisory Council in KairosMessenger, but you do record the election of the Advisory Council members to their role on the Advisory Council.

Change in Election Recording Process for 2021

Starting with the Fall of 2020, the process for RECORDING Advisory Council elections has been simplified in KairosMessenger.
You no longer have to RECORD the election of persons to their 3 year terms on the Advisory Council. You do, however,
still conduct the 3 year term elections.

This does NOT mean that the process of requesting nominations for membership on the Advisory Council or the requesting
a vote from the active volunteers for persons elected to the Advisory Council have changed. The ministry active volunteers
are still the persons who determine who are the Advisory Council members.

The only thing that changes is that you do not have to record those confusing 3 year term with one-third each year results.
You can still use the Election Email functions in KairosMessenger to help gather the nominations and vote from the active volunteers,
but you don't have to record the results in KairosMessenger.

You still DO record the election of the members of the Advisory Council to their respective "roles" on the Advisory Council as normal.

✓ **Close**

If you are a "New Start" Advisory Council, the introductory information at the tope of the election screen has different information. But, the process is the same regardless of whether you are a "New Start" Advisory Council or not.

New Start Annual Advisory Council Elections
The current New Start Advisory Council secretary can track, commuicate, and record annual elections to the Advisory Council positions.
The persons who are "electable" to the New Start council are volunteers associated wtih your New Start.
Volunteers associaced with your Advisory Council are uploaded from Ezra at the end of each weekend.
Until that happens, you'll need to go to the "Volunteer" section to insert persons to your Volunteer list.

You can also print a roster of your Advisory Council's members and positions.

What's Different? Recording Elections is simpler now, click to see what's different

Enter Election Year: ____ **Must Enter Year and TAB Before Recording or Emailing**

1. Nominations and Voting for Advisory Council Membership
Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

Email Nomination Request

Let's get started. There are 4 sections to this screen.

Section 1 – Email Nominations Requests and Solicit a Vote for Nominees

Section 2 – Recording Elections to Positons on the Advisory Council

Section 3 – Send out Election Results (including job descriptions)

Section 4 – Print Advisory Council and State Chapter Elected Persons/Positions

Section1
Email Nomination Requests and Solicit a Vote

Before you begin soliciting nominations from the Active Volunteers, you will need to know what is the status of the electable persons.

The button to "Print Election History" is a great place to start since it will show you who has held what positions and for how long so that you can easily make informed decisions, in conjunction with ACOP, as to what slots need to be filled during the upcoming election.

The report list is by person and shows all the positions they have been elected to and for what years. This report is a very helpful tool in helping keep track of who has finished their terms on the Advisory Council and their terms in a specific role.

To start the report, click the "Print Election History" button and that will open an explanation screen and you click the Print Election History button on this screen.
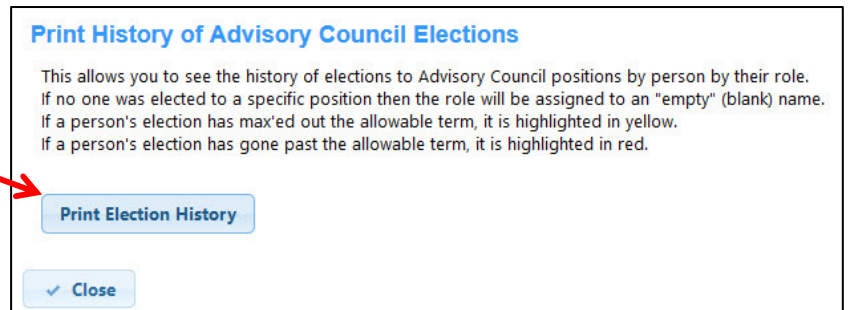
If you have positions that went unfilled, those will be shown at the beginning of the report.

If a person's election has reached the limit of allowable terms, it will be color highlighted in Yellow.

If their election has exceeded the term limits, it will be highlighted in Red.

KairosMessenger
Advisory Council Election History
Central Prison

6/10/2020   1

Name	Elected Role	Years Elected to this Role	Total Years
Vacant	Advisory Council Chair	2015 2016 2017 2019	
	Vice Chair	2015 2016 2017 2018 2019	
	State Chapter Representative	2015 2016 2017 2018 2019 2020	
	Secretary	2015 2016	
	KairosDonor Coord/Fin Secy	2015 2017 2018 2019 2020	
	Treasurer	2015 2016 2017 2018 2019 2020	
	Institutional Laison	2015 2016 2017 2018 2019 2020	
	Outreach/Recruiting Coordinator	2015 2017 2018 2019 2020	
	Fundraising/Sponsorship Coordin	2015 2016 2017 2018 2019 2020	
	Agape Coordinator	2015 2016 2017 2018 2019 2020	
	Clergy/Spiritual Director	2015 2017 2018 2019 2020	
	Continuing Ministry Coordinator	2015 2017 2018 2019 2020	
	Data Coordinator	2015 2016 2017 2018 2019 2020	
	Communications Coordinator	2015 2016 2017 2018 2019 2020	
		Total Consecutive Years:	6
		Total Years on Advisory Council:	6
David Bradbury	Secretary	2017 2018	
		Total Consecutive Years:	2
		Total Years on Advisory Council:	2
Harry Foote	Advisory Council Chair	2018 2020	
	Secretary	2019 2020	
		Total Consecutive Years:	3
		Total Years on Advisory Council:	3

If a person's history has them elected to more than one position, each position and what years in the position they held will be shown.

At the end of each person's history is a summary of their most recent cumulative years on the Advisory Council and also the total years served.

Once you know how many slots on the Advisory Council need to be filled, you can use the email buttons in Section 1 to start the process.

The normal election process involves seeking nominations to the Advisory Council from the Active Volunteers, and then soliciting their vote for electing the nominees to the Advisory Council.

1. Nominations and Voting for Advisory Council Membership
Send Email request for nominations to the Advisory Council and then to vote for the Nominees.

Print Election History   Print History of Elections

Email Nomination Request

Email Election Vote

The button to "**Email Nomination Request**" allows you to send an email to all the Active Volunteers.

The list of Recipients is automatically created. You can see the list by clicking on the Recipients tab.

Advisory Council Election Emailing - 2020
Request Nominations for 2020
Click Here for tutorial on Election Emailings

The "Recipients" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Recipients	Email Message

#	▲ Active Volunteer Name	Advisory Council	Role	Email Address
1	Bill Smith	Central Prison		springguy@juno.com
5	David Bradbury	Central Prison		springguy@juno.com
4	Harry Foote	Central Prison		springguy@juno.com
2	Jake Allen	Central Prison		jakeallen@nowhere.com
3	Jimmie Jones	Central Prison		

+ Insert   ✎ Change   🗑 Delete

✓ Close

Click on the Email Message tab for the email text. You can, and should, revise the standard language to be specific to your situation.

Advisory Council Election Emailing - 2020
Request Nominations for 2020
Click Here for tutorial on Election Emailings

The "Recipients" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Recipients	Email Message

This is the email to the Advisory Council's active volunteers
asking them to send their nominations for the upcoming Advisory Council election.

Their replies will go to the email "From" address.
The text is the basic ministry-wide text. Please modify it appropriately BEFORE sending the email.

From: springguy@juno.com

Subject: Requesting your nominations for the Central Prison Advisory Council

Email Text: The Advisory Council is reaching out to our active volunteers (serving in the last 2 years) to ask for your recommendations for nominees to be considered for election to a 3 year term starting in 2020.

There are (_) positions up for election, so would you please reply back with your recommendations for nominees, including yourself, to fill these positions? Please ask about their willingness to serve and reply with their nomination. Please provide their contact information.

And, for your information, the following persons have just completed their first 3 year term and are eligible for reelection. The blank slots need nominations.

When the text is correct, then click the Send Election Emails button to initiate the sending of the emails.

Once you've revised the email text appropriately,
click the Send Email Button to initiate sending the emails.

Send Election Emails

If the recipients respond with suggested nominations, their reply to your email will go to your personal email. Once you and the current Advisory Council have consolidated the recommended nominations, you can then send an email to solicit the Active Volunteers for their vote for the number of slots to be filled.

You click the "Email Election Vote: button and the Recipient tab will contain the list of Active Volunteers that the email will be sent to.

Advisory Council Election Emailing - 2020
Request Voting for 2020
Click Here for tutorial on Election Emailings

The "Recipients" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Recipients	Email Message

#	▲ Active Volunteer Name	Advisory Council	Role	Email Address
1	Bill Smith	Central Prison		springguy@juno.com
5	David Bradbury	Central Prison		springguy@juno.com
4	Harry Foote	Central Prison		springguy@juno.com
2	Jake Allen	Central Prison		jakeallen@nowhere.com
3	Jimmie Jones	Central Prison		

+ Insert   ✎ Change   🗑 Delete

✓ Close

The "Email Message" tab will give you the text for the vote request email. Revise the text to fit your specific situation.

Advisory Council Election Emailing - 2020
Request Voting for 2020
Click Here for tutorial on Election Emailings

The "Recipients" tab list's the persons to receive an email.
The "Email Message" tab contains the email text and the button to initiate the sending of the emails.

Recipients	Email Message

This is the email to the Advisory Council's active volunteers
asking them to send in their vote for the identified nominees.

Their replies will go to the email "From" address.
The text is the basic ministry-wide text. Please modify it appropriately BEFORE sending the email.

From: springguy@juno.com

Subject: Requesting your vote for the 2020 Central Prison Advisory Council Election

Email Text:
We have accumulated the nominees recommended by the active volunteers, and are now soliciting your vote for your preferred (..) persons from the list of nominees below. This election is for membership on the Advisory Council for a 3 year term which will become effective on January 1.

The nominees are (in alphabetical order):

1-Person Name
2-Person Name
3-Person Name
4-Person Name

Once you've revised the email text appropriately,
click the Send Email Button to initiate sending the emails.

Send Election Emails

When the text is correct for your situation, click the Send Election Emails to initiate the sending of the vote request emails. Replies will be to your personal email address.

Once the votes have been tallied to determine who has been elected to join the Advisory Council for their 3 year term, the current Advisory Council meets to vote on what positions/roles the members of the Advisory Council will hold in the new year term.

Section 2
Recording Elections to Positons on the Advisory Council

You then record the results of the Advisory Council's election of the persons to their new year's position. Click the "Positions Election" button to record the positions.

2. Record Position Elections
Record the position election results.

Positions Election	Click to process elections of Standard Positions

Replace a persion during their year instructions.

Replace a Person	If someone resigns during their year

This gives you the list of the ACOP specified positions on the Advisory Council. The list will show who is elected for the specified year.

Note that it also shows the elected person's password to KairosMessenger to allow them to have access to information that they need to conduct their elected role with excellence. The password is only visible for the logged in, authorized Secretary.

To record the person elected to a specific position, click on the position entry and then click the "Record Person's Election" button at the bottom of the list.

Central Prison Advisory Council Positions - 2020

This is a listing of the Advisory Council standard positions.
Green highligted Role is a Required position.

Year	Advisory Council Role	Elected Person	Date Removed	Date Installed	ACT Date	Agreement Date	Password
2020	Advisory Council Chair	Harry Foote					SilentVirtue2129
2020	Vice Chair						
2020	State Chapter Representative						
2020	Secretary	Harry Foote					EarlyMercy7179
2020	KairosDonor Coord/Fin Secy						
2020	Treasurer						
2020	Institutional Laison						
2020	Outreach/Recruiting Coordinator						
2020	Fundraising/Sponsorship Coordinator						
2020	Agape Coordinator						
2020	Clergy/Spiritual Director						
2020	Continuing Ministry Coordinator						
2020	Data Coordinator						
2020	Communications Coordinator						

+ Add Optional Role	✎ Record Person's Election

That opens the screen where you record the elected person. Since you no longer record who was elected TO the Advisory Council, the list of persons you will have access to is the list of all volunteers that are primarily associated with your Advisory Council.

To select the elected person, click the ? button on the right of the field for the Elected Person.

Update Advisory Council Elected Positions

Role: Vice Chair

Elected Person: [ ] ?

Date Removed: mmddyyyy ? **Enter ONLY if this person resigns prior to completion of their term.**

Date Installed: mmddyyyy ? **Enter ONLY if this person is replacing another person who resigned.**

Agreement Date: mmddyyyy ? Date of the signing of the Annual Agreement

Password: [ ] Password automatically created after you SAVE the record

✓ Save   ⊘ Cancel

That will open a popup window and in a few seconds, you will get a list of all the volunteers associated with the Advisory Council's ministry.

You simply click the checkbox button to the right of the person's entry.

Elected Person: ✖

Select Elected Person
Click the "Checkmark" button to select the person.
You can search for a name by clicking the "Name" column heading.

Name	Select
Bill Smith	✔
Charmin Charlie	✔
David Bradbury	✔
Fritz Wakeman	✔
Harry Foote	✔
Jack Jones	✔
Jake Allen	✔
Jim Jones	✔
Jimmie Jones	✔
Jonas Kriegh	✔
Michael Toothman	✔
Mike Bronson	✔
Monty Mitchell	✔
Norville Johnson	✔
Robert Lawerence	✔
Stephen Gooding	✔

⊘ Cancel

If your list is large, you can search the list by clicking the "Name" header at the top of the list and a search field will appear and you can search for the desired person.

Click the checkbox button to the right of the person's entry to select them.

Select Elected Person
Click the "Checkmark" button to select the person.
You can search for a name by clicking the "Name" column heading.

That will return you to the position election window and the person's name will appear.

You DO NOT enter a date in the "date removed" field or the "date installed" field.

You should record the date that the elected person signed the Annual Agreement.

Click the Save button to record the person as being elected to the specific role.

Update Advisory Council Elected Positions

Replacing an Elected Person

If a person resigns their position during the year, you can easily remove, and replace them by clicking the "Replace a Person" button.

2. Record Position Elections
Record the position election results.

This will walk you through the process, step by step, to record the resignation of the person, and, if you have a replacement, to also easily record their election. Just answer the on-screen questions and click the Next button to easily process the change.

Record a Person Leaving Their Position

Instructions

This and the following screens will guide you through the simple steps to record a person resigning from a "Position" on the Advisory Council and if you already have someone selected to replace the person in the vacated "Position," you can select that person from the list of Active volunteers in your Advisory Council's community.

First, enter the election year that the person is vacating.

Election Year: [ ]   Enter Year and press TAB key

Click the "Next" button below to begin the process.

→ **Next**   ✓ Finish   ⊘ **Cancel**

If you do not have a replacement ready, a new, empty position slot is created so that when you do have a replacement person, you would record their election as a normal election. You do not use this Replace a Person to record the new person unless you do it at the same time as recording the person who left.

Section 3
Print Advisory Council and State Chapter Elected Persons/Positions

Once the election to the positions has been recorded, you should initiate two kinds of notification emails.

3. Notification of Elections

Send email notification of the elections AND any changes in elections.

Email Election Results to Volunteers

Email Elected Persons   Includes Job Description and login password

One is to notify the Active Volunteers of the Advisory Council positions and who was elected to those positions.

The other email is to the elected persons. Clicking the "Email Elected Persons" button will allow you to send a congratulations email to all, or only a selected person. These emails will provide the elected person with their KairosMessenger log in password and a copy of their job description.

Section 4
Print Advisory Council (or State Chapter) Roster

You can print a variety of report to document your elections. Click the Advisory Council Roster button.

Advisory Council Roster

After you have recorded the elections, you can create a report of your Advisory Council memb

Advisory Council Roster   Click to print Roster of Advisory Council

That gives you the list of tools available. Make sure you have the desired year entered.

You can get a list of the Advisory Council members by their roles.

You can also print the Election History (as described earlier) from here also.

You can print the roster of the Advisory Council by Position.

And, you can also print a copy of the State Chapter members by their roles on the State Chapter.

Organizational Roster Listing

You can print a copy of the Advisory Council membership, or your Advisory Council Roles, or your State Chapter Committee roster.

Selected Year: 2020

Print Election History Print History of Elections

Print Advisory Council Roster List of Roles and Elected Persons

Print State Chapter State Chapter Committee

✓ Close