

United States Coast Guard Auxiliary



Election of Unit Officers Through the Use of Electronic Means

Standard Operating Procedures



16790 / AUX-SOP-004(A)
04 Sep 20

MEMORANDUM

Reply to S. Minutolo
Attn of: (202) 372-1267

From: S.L. Johnson, CAPT /s/
COMDT (CG-BSX)

To: Distribution

Subj: ELECTION OF UNIT OFFICERS THROUGH THE USE OF ELECTRONIC
MEANS - STANDARD OPERATING PROCEDURES

Ref.: (a) Auxiliary Manual, COMDTINST M16790.1 (series)
(b) The Standing Rules of the Flotillas of the Coast Guard Auxiliary
(c) The Standing Rules of the Divisions of the Coast Guard Auxiliary
(d) The Standing Rules of the Districts of the Coast Guard Auxiliary
(e) ALAUX 007/20 of 01 Apr 20, Auxiliary Telephonic/Electronic Meeting Waiver
(f) ALAUX 013/20 of 02 Jun 20, National Board Meeting Attendance Allowance
(g) ALAUX 023/20 of 25 Aug 20, Auxiliary Election Policy Changes

1. PURPOSE. To establish Standard Operating Procedures (SOP) for the conduct of elections of Auxiliary unit officers through the use of electronic means in accordance with provisions of references (a)-(g).

2. ACTION. Auxiliary unit elected officers and all those involved with elections of Auxiliary unit officers shall adhere to this SOP whenever such elections employ electronic means.

3. DIRECTIVES AFFECTED. None.

4. BACKGROUND.

a. Circumstances brought on by the COVID-19 pandemic highlighted the need to maximize use of telephonic and electronic means for Auxiliary units and committees to conduct their meetings. Reference (e) amended reference (a) by authorizing facilitation of the conduct of electronic voting by Auxiliary districts, divisions, and flotillas (i.e., Auxiliary units).

b. Reference (e) also waived both the requirement for Auxiliary units to adopt associated Standing Rules Telephonic/Electronic Meeting appendices and the requirement for the Director of Auxiliary (DIRAUX) and District Commodore (DCO) to approve the District Electronic Meeting Plan.

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c. In order to facilitate voting by electronic means, reference (g) amended reference (a) by temporarily eliminating the requirement that units permit nominations from the floor during the conduct of an election by electronic means.

5. DISCLAIMER. This SOP is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide guidance for Auxiliary personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.

6. MAJOR CHANGES. None.

7. DISTRIBUTION. No paper distribution will be made of this SOP. An electronic version will be posted on the CG-BSX-1 and Coast Guard Auxiliary web sites: <http://agroup-bx.wow.uscgaux.info/content.php?unit=BX-GROUP&category=sop> and <http://www.cgaux.org/>, respectively. All websites in this SOP are the most current available. If the cited web link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.

8. REQUEST FOR CHANGES. Units and individuals may recommend changes via the cognizant Auxiliary chain of leadership and management. Relevant portions of this SOP will be incorporated into the next changes to references (a)-(d).

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Encl: (1) Election of Unit Officers Through the Use of Electronic Means SOP

Dist: Auxiliary National Board, DIRAUX

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1. Introduction.

- a. The Chief Director of Auxiliary (hereinafter “Chief Director”) has determined after consultation with the National Commodore (NACO) in accordance with reference (a), that special circumstances, the COVID-19 pandemic, make it impractical for unit Boards to convene in-person meetings.
- b. This Standard Operating Procedure (SOP) establishes procedures for electing Coast Guard Auxiliary unit officers through the use of electronic means during the 2020 election cycle. Its application may be extended to additional election cycles if deemed necessary by the Chief Director. It is intended to modify the procedures specified in references (a)-(d) in accordance with references (e)-(g) for the election of Auxiliary unit officers only to the extent required to facilitate the election of those officers by electronic means.
- c. The procedures set forth herein apply only to unit, not National, elections being conducted by electronic means. These procedures do not apply to votes that may be taken on motions during regular business meetings of Auxiliary units conducted in person or by electronic means, nor do they have application to elections conducted in person.
- d. This SOP does not apply to the electronic elections of Auxiliary unit officers in which there is only one candidate. Such elections do not require a secret ballot and may be conducted during a meeting of the Board or flotilla by voice vote via telephone, video conferencing, or other means when a quorum is present. No demand for a secret ballot during such elections is authorized. Only one vote is sufficient to elect a candidate who is unopposed.
- e. Unauthorized deviation from the procedures contained herein or in the cited references may result in the nullification of an election by the District Director of Auxiliary (hereinafter “Director”), and may result in a repeat election and the imposition of disciplinary sanctions.
- f. Two polling software platforms, “Election Runner” and “Election Buddy,” are approved for use by Auxiliary units. Others may be approved for use at the discretion of the District Commodore (DCO). Before any other platform is selected, it must be reviewed by the District Staff Officer – Legal Parliamentarian (DSO-LP) and Election Administrator (hereinafter “Administrator”) to assure compliance with applicable election and privacy standards.
- g. Any cost for the use of video conferencing or election polling platforms shall be borne by the unit conducting the election.
- h. The term “Board members” used herein includes all members of a flotilla who are authorized by reference (a) to vote for the election of officers.

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- i. A real-time video conference shall be maintained during the course of all elections with more than one candidate. All Board members who wish to vote shall be logged onto that video conference during the election.
 - j. Seven days in advance of the election, the unit Secretary (i.e., DSO-SR, SO-SR, FSO-SR) shall provide all unit members the information necessary to observe the real time election video conference to the extent possible. It should be understood that due to the size of the unit some video conferencing platforms may not be able to accommodate all who wish to view the proceedings.
 - k. An election hotline shall be established and continually monitored by the Administrator during each election with more than one candidate so that voting members who have lost connectivity or are otherwise unable to utilize the electronic polling software may cast their ballot by telephone in accordance with section 6 of this SOP.
 - l. Candidates are not required to be present during the election.
 - m. “Blind results” as used in this SOP means that only the designated Administrator and Election Monitor (hereinafter “Monitor”) shall be aware of the number of votes received by each candidate.
2. Responsibilities, Oversight, and Management.
- a. The cognizant DCO in consultation with the DSO-LP shall be responsible for the overall management and supervision of all elections by electronic means subject to oversight by the Director. All references to the DCO and DSO-LP apply to their respective designees.
 - b. The DCO shall appoint as many Administrators and Monitors as they deem necessary to assist all units in conducting their electronic election(s). Administrators and Monitors so appointed shall not be candidates or relatives of candidates for election to office in any unit whose election they are assisting. All references in the unit’s Standing Rules to a “Tally Committee” shall refer to the Administrator and Monitor.
 - c. The Administrator appointed to conduct a District election shall not be a member of the incumbent District Board. The DSO-LP or the DSO-LP’s designee shall function as the Monitor for district elections.
 - d. Passwords shall be provided to authorized voters in each election by the Administrator. Upon initial login, voters will be required to change their password to one of their choice provided it meets security requirements. No less than 24 (twenty-four) hours before the election, voters will receive, via their registered email, a voter ID and voter key specific to the individual voter. It is the responsibility of the voter to make a note of this information as it will be required to cast a vote electronically and will be required if connectivity is lost and the voter must vote via the election hotline in accordance with section 6 of this SOP.

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- e. It shall be the Administrator's responsibility to operate the electronic polling platform used to conduct the election.
 - f. Additionally, the Administrator shall:
 - (a) Manage the polling software, video conference, and telephone hotline during the election.
 - (b) Ensure that only authorized voters are provided credentials to access the voting portal.
 - (c) Ensure that only one ballot per authorized voter is cast.
 - (d) Maintain a record of all voter IDs and keys provided.
 - (e) Before the election destroy any record of which voter received which voter ID and key.
 - (f) Prepare blind results for email delivery to the Presiding Officer during the election.
 - (g) Provide technical support during the election to members of the Board if needed.
 - (h) Create the online voting site and initial ballot for eligible voters.
 - (i) Provide credentials to the DSO-LP to view the polling portal in real time during a district election and provide similar credentials to the Monitor during a division and flotilla election so that the Administrator and Monitor (or DSO-LP during a district election), are simultaneously viewing the election results in real time.
 - g. The DSO-LP will be in real time communication with the Administrator at all times during the district election until the elections of all candidates for office have been completed, the votes tallied, and the winners declared by the Presiding Officer.
 - h. Board members voting in an Auxiliary unit electronic election are responsible for acquiring, at their own expense, all telephonic or electronic system components needed to facilitate their participation in the election. They will be required to access the voting website indentified by the DCO via their personal device with connectivity to the internet, and log onto the video conferencing platform using their assigned registered email address no less than 15 (fifteen) minutes before the scheduled election.
3. District Elections.
- a. Elections with more than one candidate shall be by secret electronic ballot conducted in accordance with reference (a) and this SOP. The election results shall be verified by the Administrator and the Monitor.

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b. A Presiding Officer shall be appointed by the DCO before the election. The Presiding Officer must be a district member in good standing who:

- (1) Holds or previously has held the office of Flotilla Commander or any higher elective office; and,
- (2) Is not eligible for the office(s) for which the election is being held.

The DCO may act as Presiding Officer so long as 3.b.(2) above is satisfied.

c. To be elected, a candidate must receive a majority vote of the Board members present and voting provided a quorum is present. There shall be no cumulative voting. A majority is one more than half of the valid votes cast. Only a vote for a candidate who has been nominated and vetted in accordance with reference (a) and appropriate Standing Rules is a valid vote. An abstention, failure to vote, or write-in vote, even if possible on the polling platform being used, is not a valid vote and shall not be counted.

d. In those years in which a DCO and District Chief of Staff (DCOS) are to be elected to district office, the election sequence shall be:

- (1) First, election of the DCO.
- (2) Second, election of the DCOS.
- (3) Third, election of District Captains (DCAPT).

Any unsuccessful candidates for election to a district office who are eligible for election to a lower district office may, by announcing their desire to run, be a candidate for election to such next, lower district office. Nomination from the floor is neither permitted nor required.

e. Each member of the District Board shall be an eligible voter for the election of the DCO, DCOS, and program DCAPT(s). The election of area DCAPT(s), if so designated by the district, whether or not they are also designated a program DCAPT, shall be by those Division Commanders (DCDR) in their respective Area of Responsibility (AOR), plus the DCO, the DCOS, the respective DCAPTs, the Immediate Past District Commodore (IPDCO), and the Director.

f. When the voting is to proceed, the Presiding Officer shall turn the election process over to the Administrator. The voting begins by the Administrator announcing the office for which the election is to be held and opening the polling software to accept votes.

g. The polling software shall remain available to the voters for 10 (ten) minutes or until all votes have been cast, whichever first occurs. If a voter is unable to utilize the polling

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software for any reason, the voter shall immediately utilize the procedure described in section 6.

- h. At the expiration of the time allotted, or after all the votes have been cast, the result shall be reviewed by the Administrator and Monitor who shall then certify the result to the Presiding Officer by email, stating the order of finish of the balloting but not the number of votes received by each candidate.
- i. The Presiding Officer will announce the result of the election using the video conferencing feed. If a candidate has received a majority of the votes cast, the candidate shall be declared the winner and the next election will proceed in like manner until all elections have been completed.
- j. If no candidate receives a majority of votes on the first ballot the candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.
- k. If there is a tie for low votes received on any ballot, the next ballot for that office will be a runoff between the candidates tied for low vote on the preceding ballot. The candidate receiving the highest number of votes on the runoff between the two tied for the low vote will be included in the next succeeding ballot along with all other candidates who received a higher number of votes on the ballot preceding the tie for low ballot.
- l. In the event of three successive tie votes for any district office, the Presiding Officer, while in full view of the camera utilizing the video conferencing platform, shall place the names of all candidates on the ballot of the third vote on separate slips of paper, holding each slip of paper up to the camera so that other participants on the teleconference can see the names written on it. Each slip of paper shall then be placed in the container on camera. The Presiding Officer shall then blindly select one slip from the container on camera, hold it up to the camera, read it aloud, and then discard it. If there is only one candidate's name remaining, that slip of paper shall be held up to the camera and announce the name. That person shall be the winner of the election. If there is more than one candidate's name remaining, the Presiding Officer will hold all remaining slips of paper up to the camera, and announce the names of the remaining candidates. The Administrator will then create a new ballot, and the balloting will continue in accordance with this SOP until a candidate receives a majority of the votes cast.
- m. There will be no announcement of the number of votes received by a candidate on any ballot. At the conclusion of an election for an office, the screen shots of the tally of all ballots for each election shall be archived by the Administrator and Monitor and shall be held by them for a period of 24 (twenty-four) hours after the election is over.
- n. In the event any question or controversy concerning any substantive or procedural matter is raised by a District Board voting member during the course of a district election and

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such question or controversy is not clearly resolved under provisions of reference (a), this SOP, and Robert's Rules of Order, the Presiding Officer, after consultation with the DCO, the Director, and the DSO-LP if necessary, shall decide and announce a resolution to the question or controversy. Such decision, so long as it is not in conflict with reference (a) or this SOP, shall be final and binding and the election(s) then shall continue to a conclusion.

- o. When all elections have concluded the Presiding Officer shall announce the end of the elections and terminate the video conferencing feed unless the unit leader wishes to make any additional announcements or comments.
- p. Before assuming office, the election of any member to the office of DCO, DCOS, or DCAPT must be approved and certified by the Director.

4. Division Elections.

- a. Elections with more than one candidate shall be by secret electronic ballot conducted in accordance with reference (a) and this SOP. The election results shall be verified to the Presiding Officer by the Administrator and the Monitor.
- b. Election of division officers shall be so organized that if the Division Commander (DCDR) is a candidate for office or is unavailable to so act, then a member of the District Board or the Immediate Past Division Commander (IPDCDR) shall be appointed by the DCO to act as the Presiding Officer.
- c. To be elected, a candidate must receive a majority vote of the Board members present and voting provided a quorum is present. There shall be no cumulative voting. A majority is one more than half of the valid votes cast. Only a vote for a candidate who has been nominated in accordance with reference (a) and appropriate Standing Rules is a valid vote. An abstention, failure to vote, or write-in vote, even if possible on the polling platform being used, is not a valid vote and shall not be counted.
- d. The Administrator and the Monitor selected by the unit leader in accordance with this SOP shall serve as the Teller Committee. Neither may be a candidate or related to a candidate running for an office for which the election is being held.
- e. When the voting is to proceed, the Presiding Officer shall turn the election process over to the Administrator. The voting begins by the Administrator announcing the office for which the election is to be held and opening the polling software to accept votes.
- f. The polling software shall remain available to the voters for 10 (ten) minutes or until all votes have been cast, whichever first occurs. If a voter is unable to utilize the polling software for any reason, the voter shall immediately utilize the procedure described in section 6.

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- g. At the expiration of the time allotted, or after all the votes have been cast, whichever first occurs, the result shall be reviewed by the Administrator and Monitor who shall then certify the result to the Presiding Officer by email, stating the order of finish of the balloting but not the number of votes received by each candidate.
- h. The Presiding Officer will announce the result of the election using the video conferencing feed. If a candidate has received a majority of the votes cast, the candidate shall be declared the winner and the next election will proceed in like manner until all elections have been completed.
- i. If more than two candidates are nominated for any division office, and no candidate receives a majority of the votes on the first ballot the candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the “low vote” candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.
- j. If there is a tie vote for low votes received on any ballot, the next ballot for that office will be a runoff between the candidates tied for low vote on the preceding ballot. The candidate receiving the highest number of votes on the runoff between the two tied for the low vote will be included in the next succeeding ballot along with all of the candidates who received a higher number of votes on the ballot preceding the tie for low ballot.
- k. In the event of three successive tie votes for any district office, the Presiding Officer, while in full view of the camera utilizing the video conferencing platform, shall place the names of all candidates on the ballot of the third vote on separate slips of paper, holding each slip of paper up to the camera so that other participants on the teleconference can see the names written on it. Each slip of paper shall then be placed in the container on camera. The Presiding Officer shall then blindly select one slip from the container on camera, hold it up to the camera, read it aloud, and then discard it. If there is only one candidate’s name remaining, that slip of paper shall be held up to the camera and announce the name. That person shall be the winner of the election. If there is more than one candidate’s name remaining, the Presiding Officer will hold all remaining slips of paper up to the camera, and announce the names of the remaining candidates. The Administrator will then create a new ballot, and the balloting will continue in accordance with this SOP until a candidate receives a majority of the votes cast.
- l. There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, the screen shots of the tally of all ballots for each election shall be archived by the Administrator and Monitor and shall be held by them for a period of 24 (twenty-four) hours after the election is over.
- m. In the event any question or controversy concerning any substantive or procedural matter is raised by a Division Board voting member during the course of an election and such question or controversy is not clearly resolved under provisions of reference (a), this SOP, and Robert’s Rules of Order, the Presiding Officer, after consultation with the DCDR, and

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the DSO-LP if necessary, shall decide and announce the resolution to the question or controversy. Such decision, so long as it is not in conflict with the reference (a) or this SOP, shall be final and binding and the election(s) then shall continue to a conclusion.

- n. When all elections have concluded, the Presiding Officer shall announce the end of the elections and terminate the video conferencing feed unless the unit leader wishes to make any additional announcements or comments.
- o. Before assuming office, the election of any division officer must be approved and certified by the Director.
- p. The results of all division elections will be provided to the DCO within five (5) days after the election.

5. Flotilla Elections.

- a. The flotilla shall hold an annual election of flotilla officers for the ensuing year, usually at the November meeting, but prior to 15 December and after the division elections.
- b. Elections with more than one candidate shall be by secret electronic ballot conducted in accordance with reference (a) and this SOP. The election results shall be verified by the Administrator and the Monitor.
- c. The Presiding Officer of all flotilla elections shall be the Flotilla Commander (FC) unless the FC is running for office or is unable to so act, in which case the Immediate Past Flotilla Commander (IPFC) will be the Presiding Officer.
- d. At the election meeting, the Presiding Officer shall nominate all candidates determined to be eligible by the screening committee.
- e. To be elected, a candidate must receive a majority vote of the members present and voting provided a quorum is present. There shall be no cumulative voting. A majority is one more than half of the valid votes cast. Only a vote for a candidate who has been nominated and vetted in accordance with reference (a) and appropriate Standing Rules is a valid vote. An abstention, failure to vote, or write-in vote, even if possible on the polling platform being used, is not a valid vote and shall not be counted.
- f. The Administrator and the Monitor selected by the unit leader in accordance with this SOP shall serve as the Teller Committee. Neither may be a candidate or a relative of a candidate running for an office for which the election is being held.
- g. When the voting is to proceed, the Presiding Officer shall turn the election process over to the Administrator. The voting begins by the Administrator announcing the office for which the election is to be held and opening the polling software to accept votes.

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- h. The polling software shall remain available to the voters for 10 (ten) minutes or until all votes have been cast, whichever first occurs. If a voter is unable to utilize the polling software for any reason, the voter shall immediately utilize the procedure described in section 6.
- i. At the expiration of the time allotted, or after all the votes have been cast, whichever first occurs, the result shall be reviewed by the Administrator and Monitor. Both shall then certify the result to the Presiding Officer by email, stating the order of finish of the balloting.
- j. The Presiding Officer will announce the result of the election using the video conferencing feed. If the candidate has received a majority of the votes for an office, that candidate shall be declared the winner and the next election will proceed in like manner until all elections have been completed.
- k. If more than two candidates are nominated for any one flotilla office, and no candidate receives a majority of votes on the first ballot, the candidate receiving the least number of votes on the first ballot will be dropped out of the voting on the second ballot. Elimination of the "low vote" candidate will continue on the next and subsequent ballots until one candidate receives a majority of the votes cast.
- l. If there is a tie for low votes received on any ballot, the next ballot for that office will be a runoff between the candidates tied for low vote on the preceding ballot. The candidate receiving the highest number of votes on the runoff between the two tied for the low vote will be included in the next succeeding ballot along with all other candidates who received a higher number of votes on the ballot preceding the tie for low ballot.
- m. In the event of three successive tie votes for any district office, the Presiding Officer, while in full view of the camera utilizing the video conferencing platform, shall place the names of all candidates on the ballot of the third vote on separate slips of paper, holding each slip of paper up to the camera so that other participants on the teleconference can see the names written on it. Each slip of paper shall then be placed in the container on camera. The Presiding Officer shall then blindly select one slip from the container on camera, hold it up to the camera, read it aloud, and then discard it. If there is only one candidate's name remaining, that slip of paper shall be held up to the camera and announce the name. That person shall be the winner of the election. If there is more than one candidate's name remaining, the Presiding Officer will hold all remaining slips of paper up to the camera, and announce the names of the remaining candidates. The Administrator will then create a new ballot, and the balloting will continue in accordance with this SOP until a candidate receives a majority of the votes cast.
- n. There will be no announcement of the number of votes received by any candidate on any ballot. At the conclusion of an election for an office, the screen shots of the tally of all ballots for each election shall be archived by the Administrator and Monitor and shall be held by them for a period of 24 (twenty-four) hours after the election is over.

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- o. In the event any question or controversy concerning any substantive or procedural matter(s) is raised by a flotilla voting member during the course of any election, and such question or controversy is not clearly resolved under provisions of reference (a), this SOP, and Robert's Rules of Order, the Presiding Officer, after consultation with the FC, and the DSO-LP if necessary, shall decide and announce the resolution to the question or controversy. Such decision, so long as it is not in conflict with reference (a) or this SOP, shall be final and binding and the election(s) then shall continue to a conclusion.
 - p. After all elections have been completed the Presiding Officer shall announce the close of the elections and terminate the video conferencing feed unless the unit leader wishes to make any additional announcements.
 - q. Before assuming office, the election of any flotilla officer must be approved and certified by the Director.
 - r. The results of all flotilla elections will be provided to the DCDR within five (5) days after the election.
6. Loss of Connectivity During the Election.
- a. In the event that connectivity with the polling or conferencing software is lost by a voting member of the Board or the voter is otherwise unable to utilize the polling software, the voter shall immediately telephone the election hotline established in accordance with section 1.k. without giving their name to the Administrator. The voter shall inform the Administrator of the inability to vote, provide the Administrator with the unique code previously provided, and then state the name of the candidate for whom the Board member is voting.
 - b. The Administrator shall make note of the telephonic vote(s) received, advise the Monitor by email of the receipt of those votes, and add those votes to the tally when reporting the results of the election to the Presiding Officer.
 - c. If three or more voting members of the Board simultaneously lose connectivity with the polling or conferencing software, they shall immediately notify the Administrator via the election hotline. It shall be assumed by the Presiding Officer that the software platform has failed and the election shall be paused for a period of one hour or until connectivity can be reestablished, which ever first occurs.
 - d. After one hour has passed without connectivity being reestablished, the Presiding Officer of a district or division election shall promptly inform the members of the Board by email that connectivity cannot be reestablished and shall postpone the election to a date and time to be determined. The District Commodore or Division Commander shall promptly notify the Director that the election has been postponed and the reason for the postponement.

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- e. After one hour has passed without connectivity being reestablished during a flotilla election, the Flotilla Commander shall postpone the election to a date and time to be determined and shall promptly notify the District Commodore through the chain of leadership and management of the postponement. Within 24 (twenty-four) hours of the postponement, the Flotilla Commander shall notify the members of the flotilla by email that the election has been postponed and the reason for the postponement.
7. Challenges to an Election.
- a. Any unsuccessful candidate for office who wishes to challenge the result of their election shall notify the unit leader, in writing (email is sufficient) within 24 (twenty-four) hours of the end of the election that they are challenging the election and the reason for the challenge.
 - b. The unit leader shall direct the Presiding Officer, Administrator, and Monitor to forthwith forward their copies of the screen shots of the ballots cast during the challenged election to the Director by email.
 - c. The Director will review the screenshots of the challenged election(s) and either confirm the previously announced results to the unsuccessful candidate and the unit Board, or determine that an error has occurred and direct such remedial action as the Director may deem appropriate. The Director is not obligated to disclose the actual vote count to the unsuccessful candidate or to any other Auxiliarist.
 - d. If the Director chooses to disclose the vote count to the unsuccessful candidate, that candidate shall not disclose it to any other person.
 - e. If, after 24 (twenty-four) hours following the election no challenges to an election are received, the Presiding Officer, Administrator and Monitor shall forthwith destroy their copies of the screen shots of the ballot tallies and permanently delete the images from their devices.