INSTRUCTIONS FOR ONLINE BALLOTS

Use these instructions to help guide you through ASHRAE’s new online balloting system

VIEWING A BALLOT

☐ When a ballot is open for voting you will receive an email notification from a sender called “OSRAcknowledgement” with a link to the ballot

☐ Alternatively, you may log in to https://osr.ashrae.org to access the ballot page from the drop-down menu titled Balloting → My Ballots

Examples:

1: Shows an open ballot; click Vote to open

2: Shows a ballot that is closed or pending recirculation; click Results to open

Helpful Hint

You can filter the ballot viewer by committee, standard year, document name, and version.

To turn off a filter, select the blank space above the list of options.
SUBMITTING A BALLOT
☐ From **My Ballots**, select **Vote** to submit or change a vote.
☐ The colored box labeled **My Vote** indicates your current vote for each ballot; you can also click this box to enter the ballot and submit or change your vote.
☐ If negative votes with reason have been submitted, a blue box labeled **Show No Votes With Reason** will be visible in the ballot; click to open.
☐ Note that a textbox labeled **Reason** is provided in each ballot. Your entry in this textbox will immediately be visible to others IF it accompanies a negative vote. All other comments will only be revealed in the ballot report.

VIEWING RESULTS
☐ If a ballot is closed, you can click **Results** for the vote tally and negative/no-vote reasons.
☐ The format for the vote tally is **YES–NO–NO WITHOUT REASON–ABSTAIN–NOT RETURNED**.
☐ For detailed results, return to the **Balloting** drop-down menu and select **Ballot Report**
☐ Be sure to click “Refresh Report” after making your ballot selection.
☐ Once you’ve generated your report, you can download a copy for your records using the button highlighted in the screenshot below.

RECRYCULATION BALLOTS
☐ The letter ballot/continuation phase of online balloting is also called the “first circulation.” If the first circulation results in **No Votes With Reason**, the ballot must be recirculated.
☐ The status column pictured here shows the results of the first circulation: the vote tally and whether it’s **PASSING** or **FAILING**.
☐ Click **Vote** to open the ballot and review the **No Votes With Reason**.
☐ No further action is needed unless you would like to change your vote and/or submit your own reason.
☐ Note that if you do submit a negative vote with reason during recirculation, it will not be available for others to view until the ballot closes and a new report can be generated.