Easy Count System (Version: 2.0 Beta)

User manual

Welcome to the **"Easy Count System"** for vote counting!

Program Purpose:

The **"Easy Count System"** is for vote counting at owners' general meetings.

Program Features:

All menus in the **"Easy Count System"** are designed with simplicity and practicality in mind, aiming to let users derive a voting result in the shortest time.

The features of the menus are as follows:

【Information of Building and Meeting】

- If the number of management committee members is smaller than the minimum number required for a specified number of flats as stipulated in the Building Management Ordinance (BMO), the program will prompt the users to make corrections; ˙ To ensure the data is complete and accurate, the program will prompt the users at various steps;

【Information of Candidates】

- No ceiling on the number of candidates is set. Users may vote for a number of candidates for the appointment of a specified number of management committee members;

【Agenda Items for Resolution】

- No option limit, user can vote for the results of the specified agenda from multiple options;

【Ballot Data Input】

- Quick and easy input and correction of ballot data. Users only have to click and choose the appropriate data in different fields; ˙ Users can quickly locate the ballot data of a particular serial number;

【Ballot Data】

- Allow users to view the ballot data that has been input to facilitate checking and prompt corrections;

【Voting results】

- Accurately count the number of shares obtained by the candidates in the voting and produce the voting results promptly.

【Reset】

- Allow users to reset all information promptly and process another counting works.

Software Requirements:

- Windows 7 or above

This program is best viewed in 1024 x 768 resolution.

December 2018

Home Affairs Department

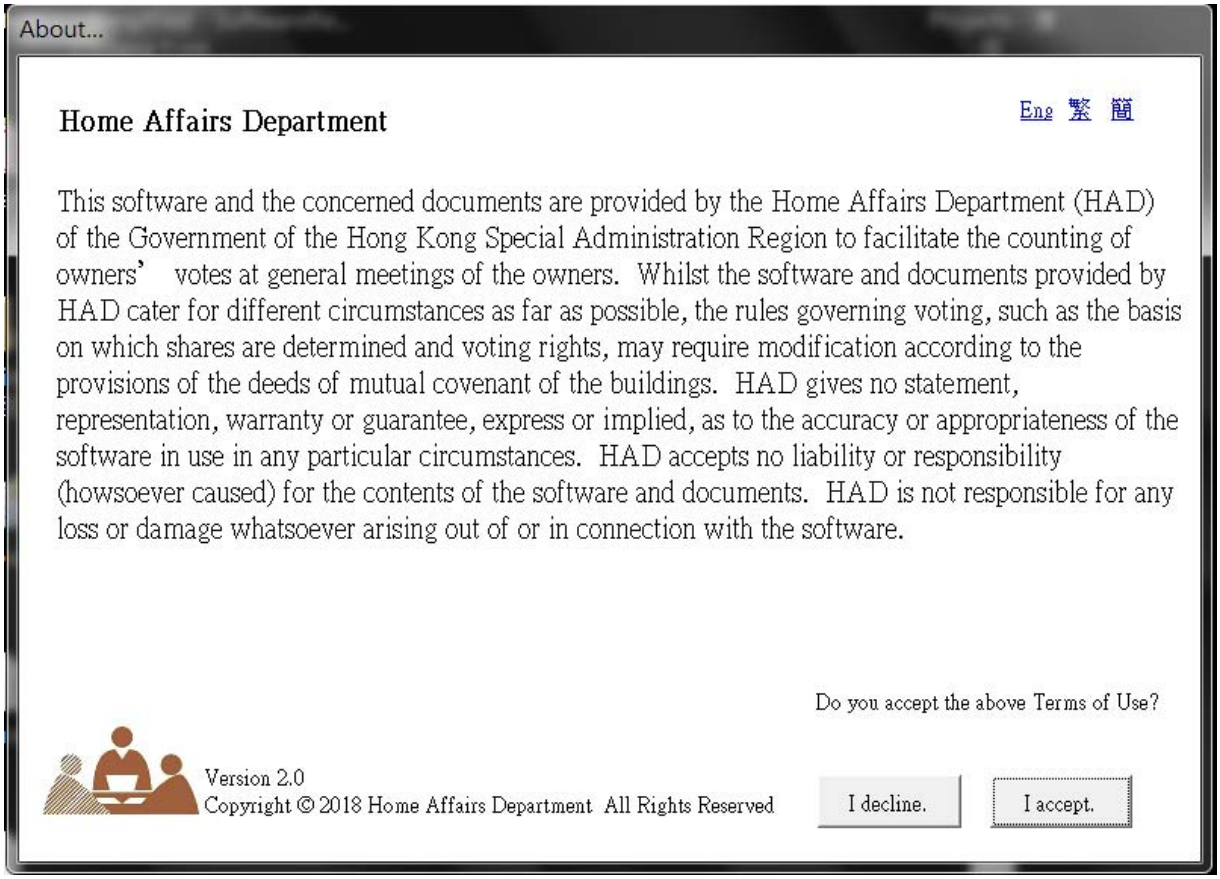
Steps in using this program for vote counting are demonstrated below. Error messages that may appear in the course of using this program are also explained in detail.

1. Terms and Conditions

- On completion of voting, gather all the ballots and screen out manually the invalid ballots to prevent the data from being input into the program. Invalid ballots include ballots voided for uncertainty, such as voting for candidates the number of which exceeds the number of management committee members to be appointed as approved by a resolution, etc.

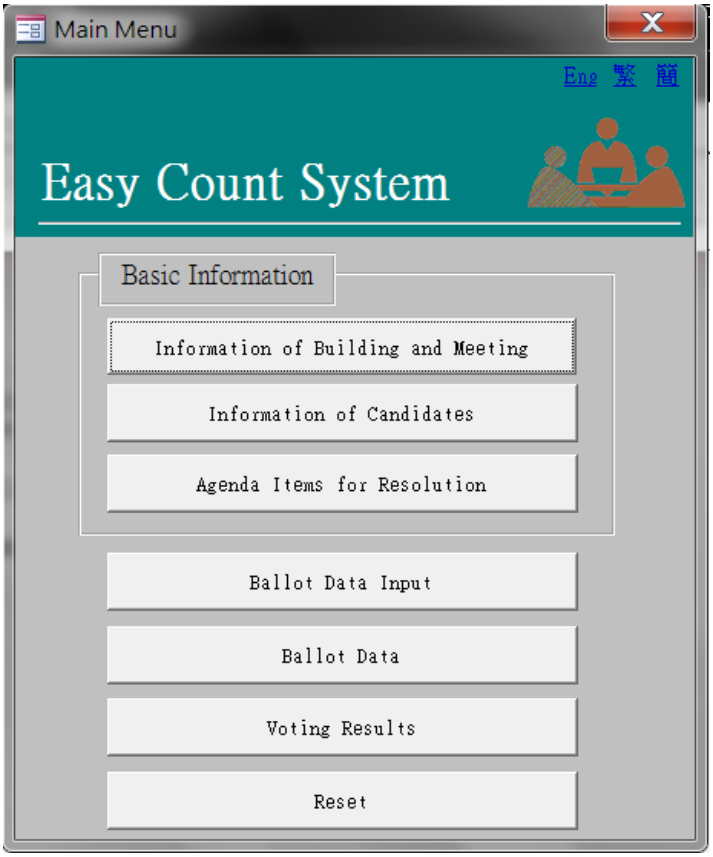
- Copy and save this program onto the computer

- Run the program and the disclaimer dialogue box will be displayed. Read the terms and conditions carefully. If you accept them, select【I accept.】to enter the Main Menu. If not, select【I decline.】to exit the program.



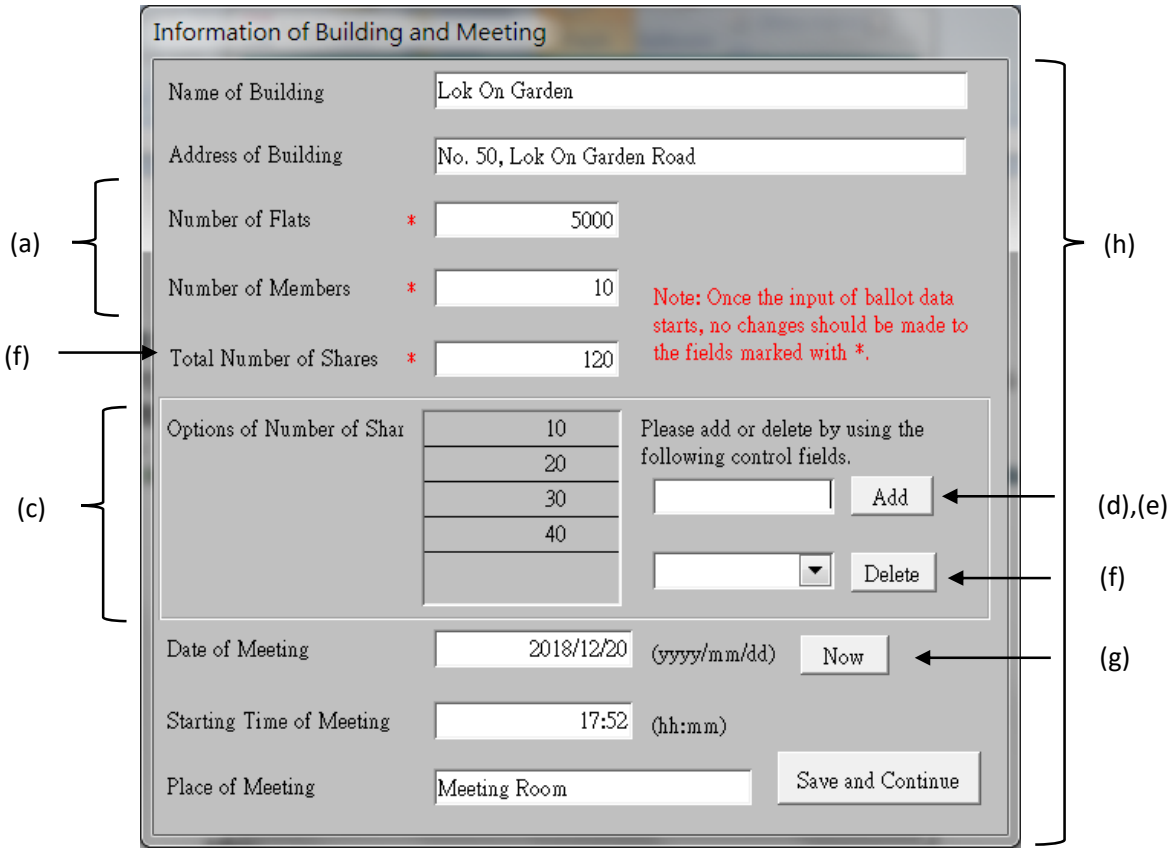
2. Basic Information

- After entering the Main Menu, input the Basic Data needed for voting. Input data in the 【Information of Building and Meeting】 menu first and then the 【Information of Candidates】 and 【Agenda Items for Resolution】 (either one).

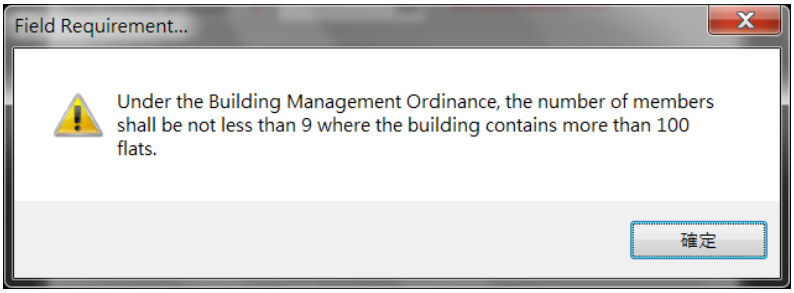


Basic Information

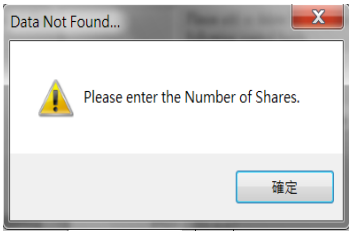
➢ Points to note when entering data in the【Information of Building and Meeting】menu:

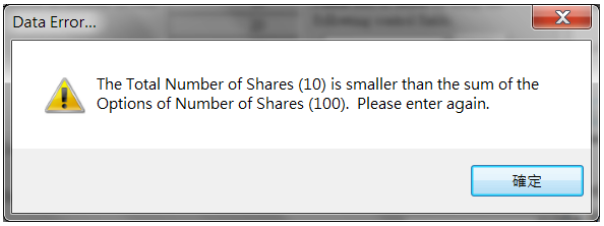


(a) Under the BMO, there are minimum requirements for the number of management committee members depending on the number of flats in a building. If the number of members entered is smaller than the statutory requirement, an error message will appear;



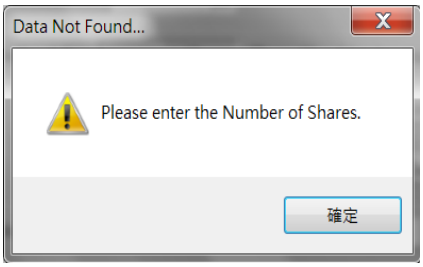
(b) If users skip the “Total Number of Shares” and go to the “Number of Shares Options”, a prompt will appear (as shown on the left). In addition, if users change the “Total Number of Shares” after entering the “Number of Shares Options”, resulting in the “Total Number of Shares” being smaller than the sum of the “Number of Shares Options”, a prompt will also appear (as shown on the right);

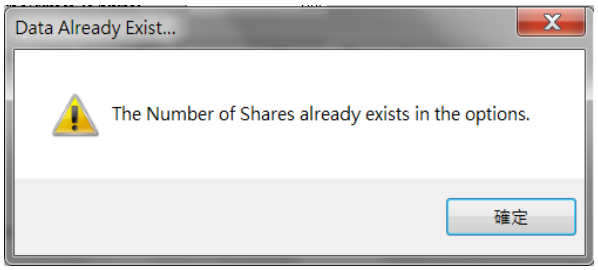




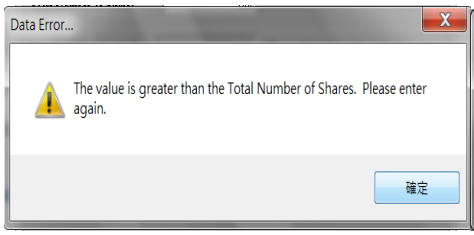
(c) Please enter the number of shares of all the flats in the “Number of Shares Options” before input of ballot data. If any options are found being excluded after ballot data input has started, additions can only be made on the host computer (if client computers are used for data input) before ballot data input can resume;

(d) If users click the【Add】button without entering a number of shares in the field, a prompt will appear (as shown on the left). If users enter a number of shares that already exists in the “Number of Shares Options”, a prompt will appear (as shown on the right);

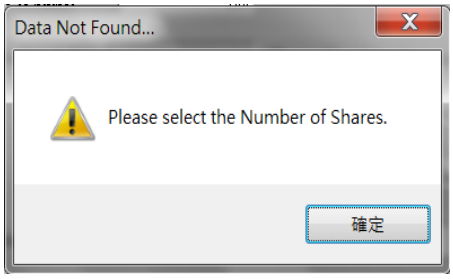


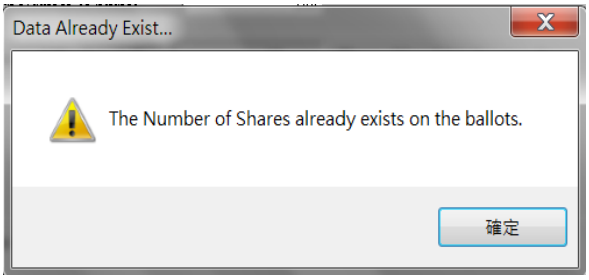


(e) If the number of shares added is greater than the “Total Number of Shares”, the program will prompt the users to re-enter the data (as shown on the left). If the sum of the “Number of Shares Options” is greater than the “Total Number of Shares”, the program will prompt the users to re-enter the data (as shown on the right);

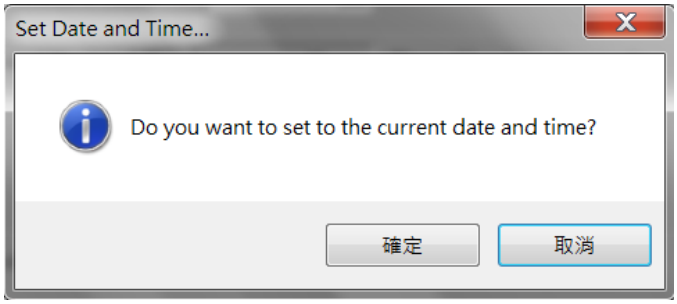


(f) If users click the【Delete】button without selecting a number of shares, a prompt will appear (as shown on the left). Under normal circumstances, no data should be deleted from the “Number of Shares Options” once ballot data input has started. Users cannot delete any option in the “Number of Shares Options” that already exists on the ballots. Otherwise, a prompt will appear (as shown on the right);

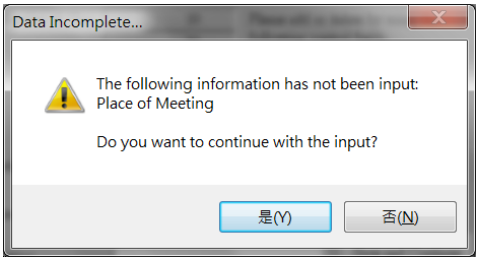


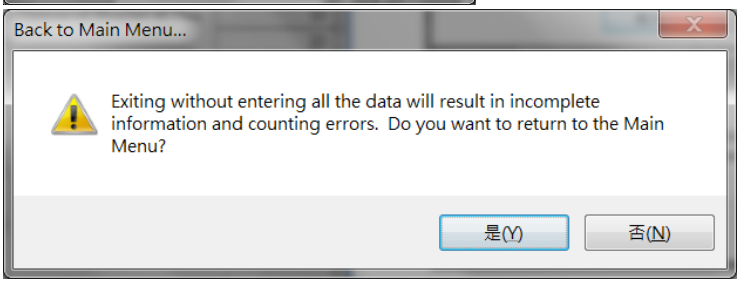


(g) Click the【Now】button to enter the current date and time. The date and time of meeting entered should be in the formats as shown in the brackets. The time should be in 24-hour format (e.g. 7:15 p.m. should be entered as 19:15);



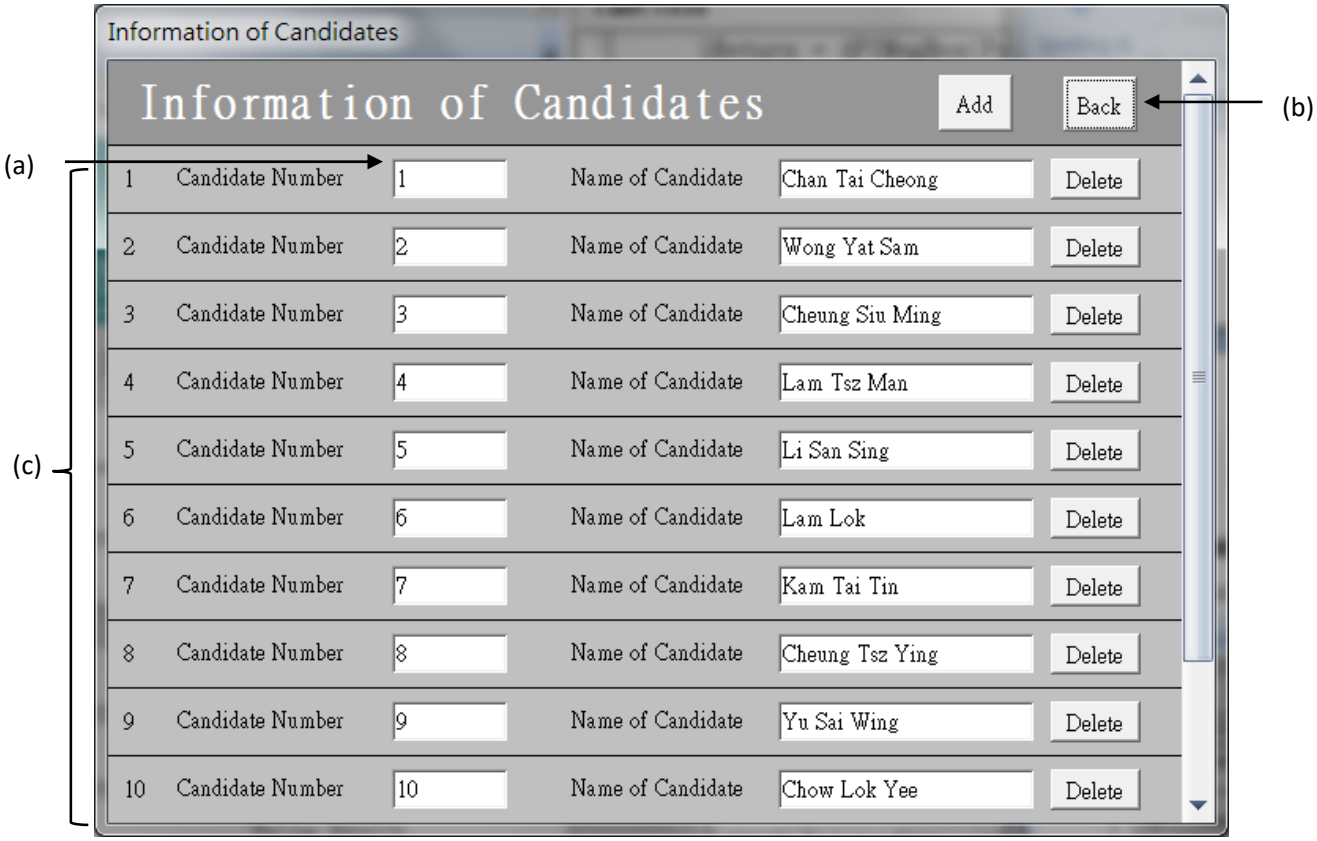
(h) All fields are mandatory and must be completed (except the "Number of Shares Options"). If a field is left blank and the【Back】button is clicked, a dialogue box will show the blank field and prompt the users to enter the data.



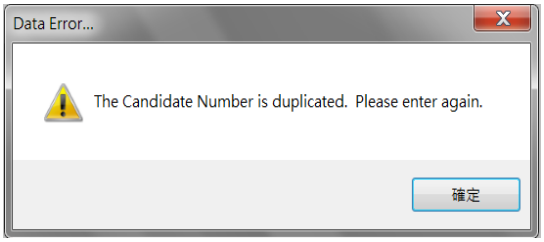


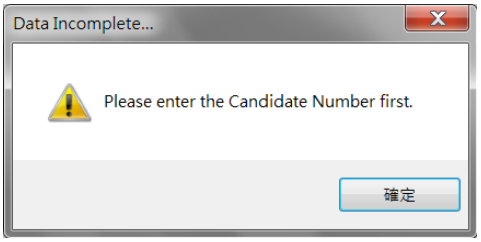
3. Information of Candidates

➢ Points to note when entering data in the【Information of Candidates】menu:

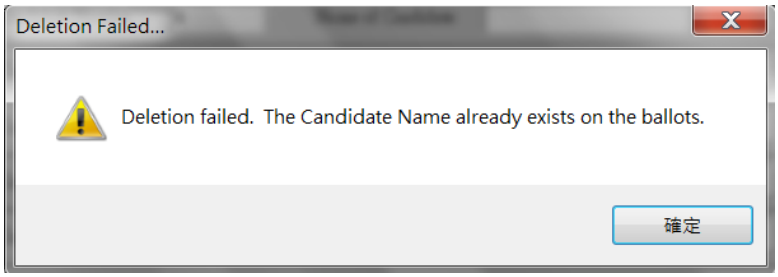


(a) The "Candidate's No." is assigned by users. The program accepts non-consecutive numbers but not duplicated numbers. If users enter the same Candidate's No. again, a prompt will appear (as shown on the left). If users skip "Candidate's No." and go to "Candidate's Name", a prompt will appear (as shown on the right);

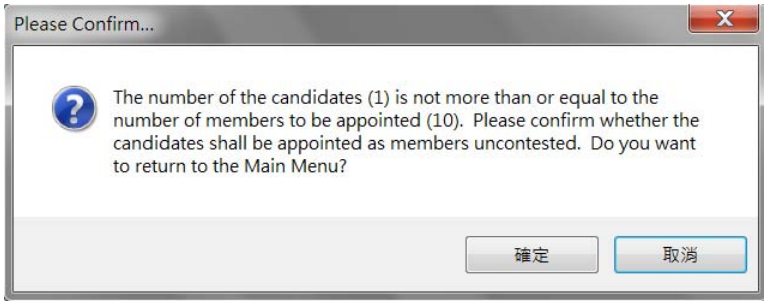




(b) Under normal circumstances, no data on candidates should be deleted once ballot data input has started. If users delete any candidate's name that already exists on the ballots, a prompt will appear;

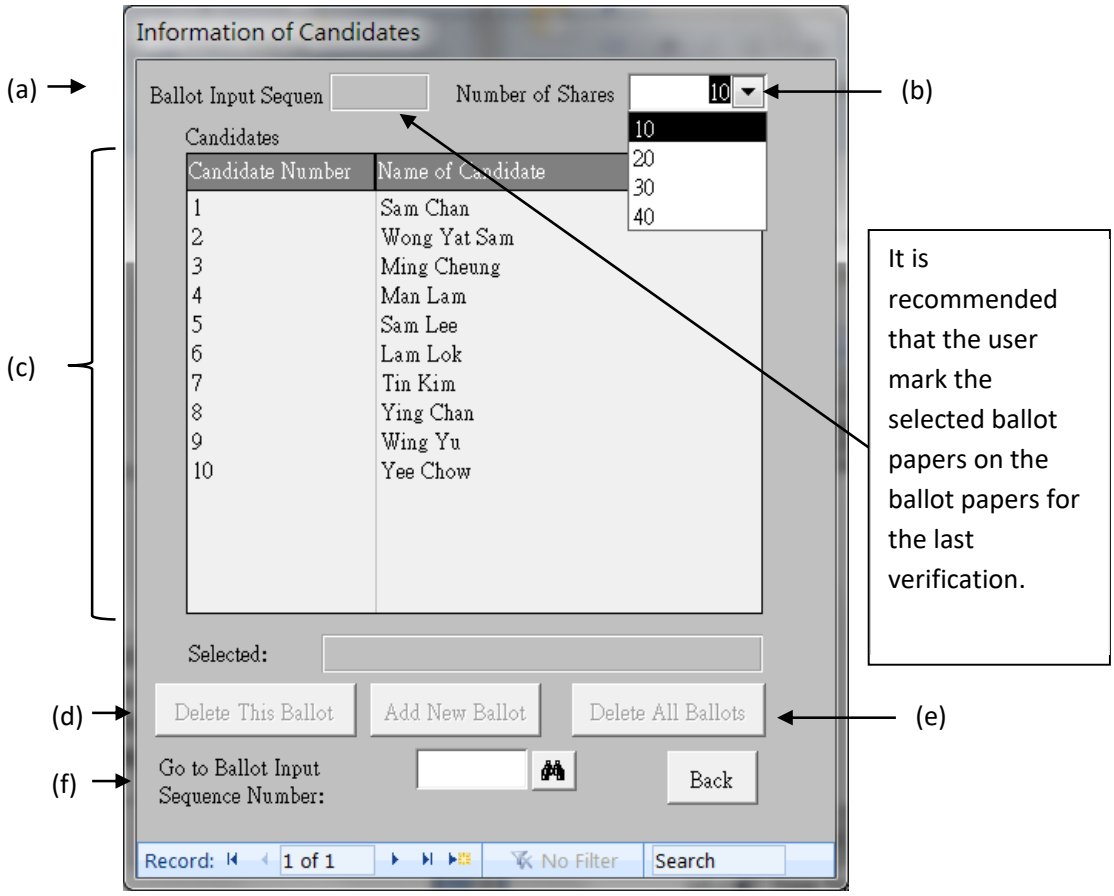


(c) If the number of candidates is smaller than the "Number of Members" in the【Data on Building and Meeting】menu, a prompt will appear;



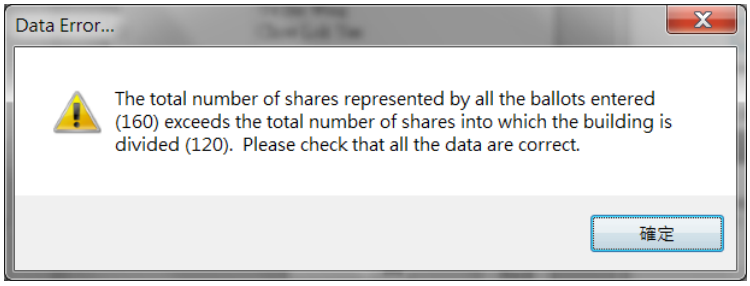
4. Input Candidates information

- Points to note when entering data in the【Information of Candidates】menu:

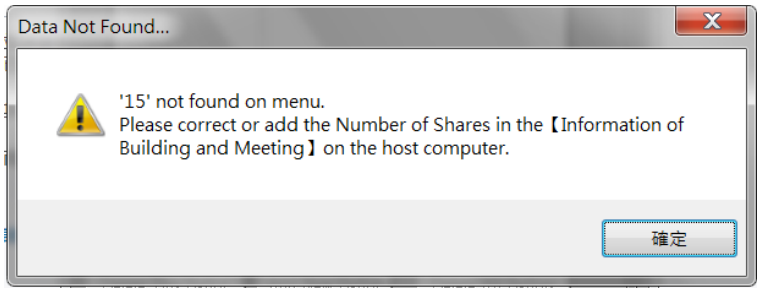


(a) Sequence numbers will automatically be assigned when a number is selected from the field "Number of Shares". The number of sequence numbers allowed depends on whether any range has been set in the【Information of Candidates】menu.
An assigned sequence number for a ballot that has been recorded but deleted subsequently cannot be re-assigned to another ballot; No ballot data can be entered under the following circumstances:

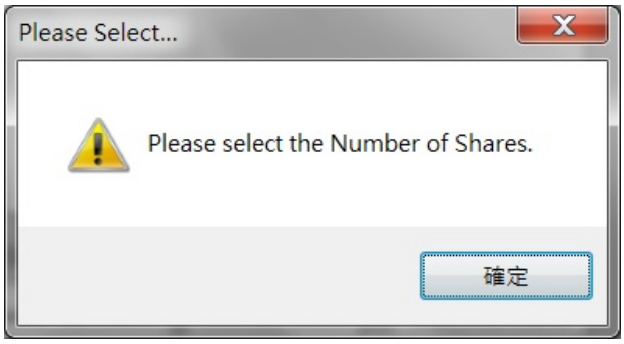
- The total number of shares represented by all the ballots entered exceeds the total number of shares into which the building is divided.



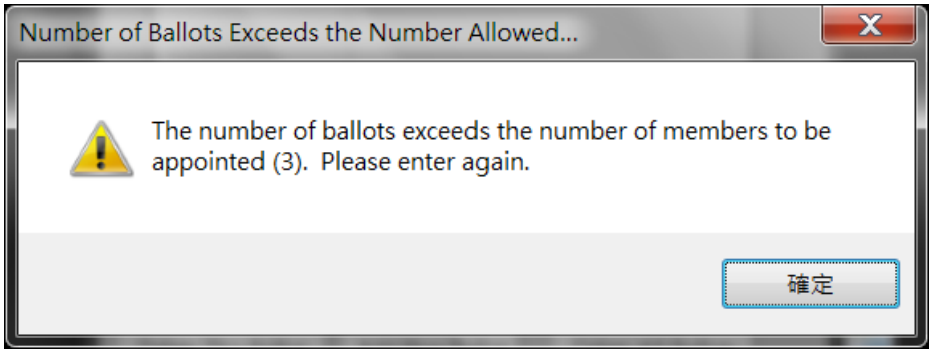
- Enter a number of shares that are not on the menu. (Users should first add the number of shares in the【Information of Building and Meeting】menu on the host computer before entering the ballot data.)



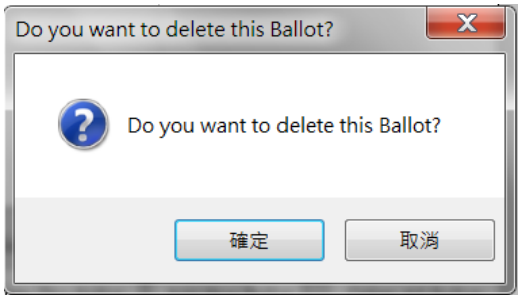
(b) Under normal circumstances, users are required to select a number of Shares before entering the ballot data. However, if users first select a number of Shares and then delete it, a prompt will appear;



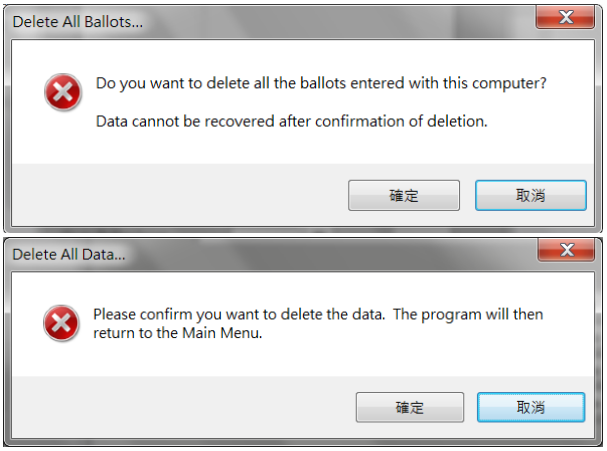
(c) If the number of ballots exceeds the number of members entered in the【Information of Building and Meeting】menu, a prompt will appear;



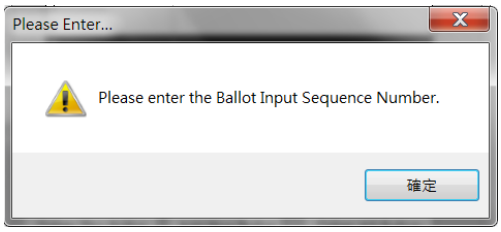
(d) Users may click the【Delete This Ballot】button to delete a ballot that has been erroneously entered. Please note that the serial number of a deleted ballot cannot be re-assigned;

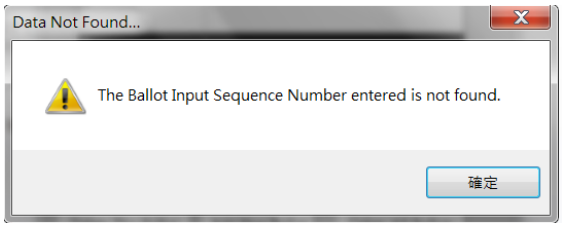


(e) Users may click the【Delete All Ballots】button to delete all the ballots entered. As deleted data cannot be recovered, users are required to re-confirm before executing this function



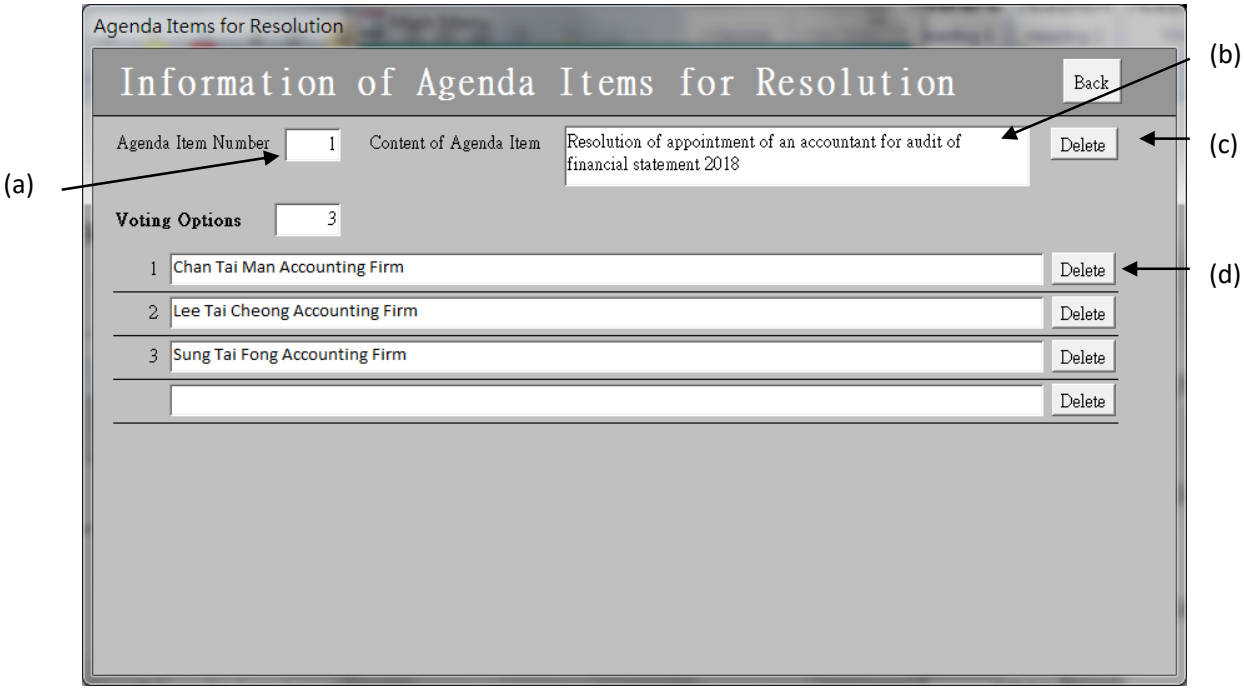
(f) Users may enter a number in the【Go to Sequence Number】field to go to a particular serial number of ballot. A prompt (as shown on the left below) will appear if no sequence number is entered. A prompt will also appear if the serial number entered is not found on the list of ballots;



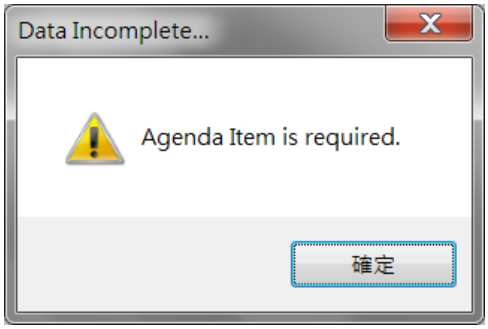


5. Information of Agenda Items for Resolution

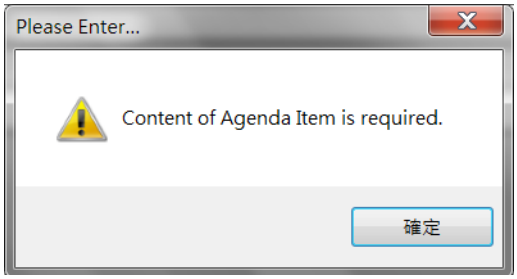
➢ Points to note when entering data in the【Information of Agenda Items for Resolution】menu:



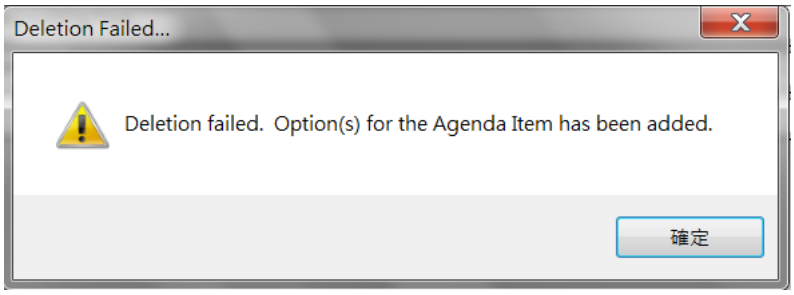
(a) Agenda Item Number is assigned by user, if user blank this field and skip to Content of Agenda Item, a prompt will appear;



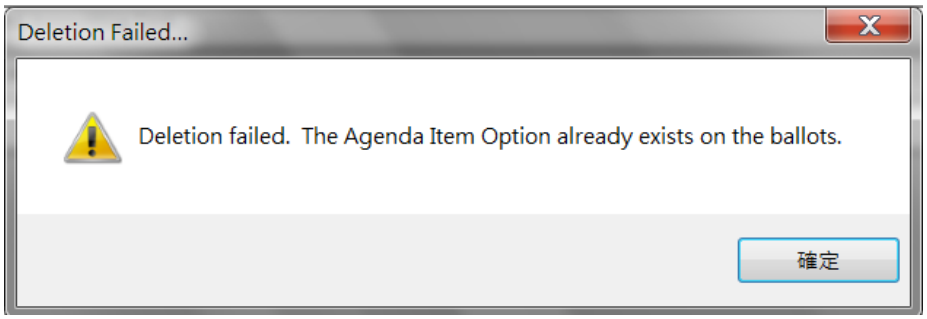
(b) If user blank the Content of Agenda field and skip to Ballot Data input, a prompt will appear;



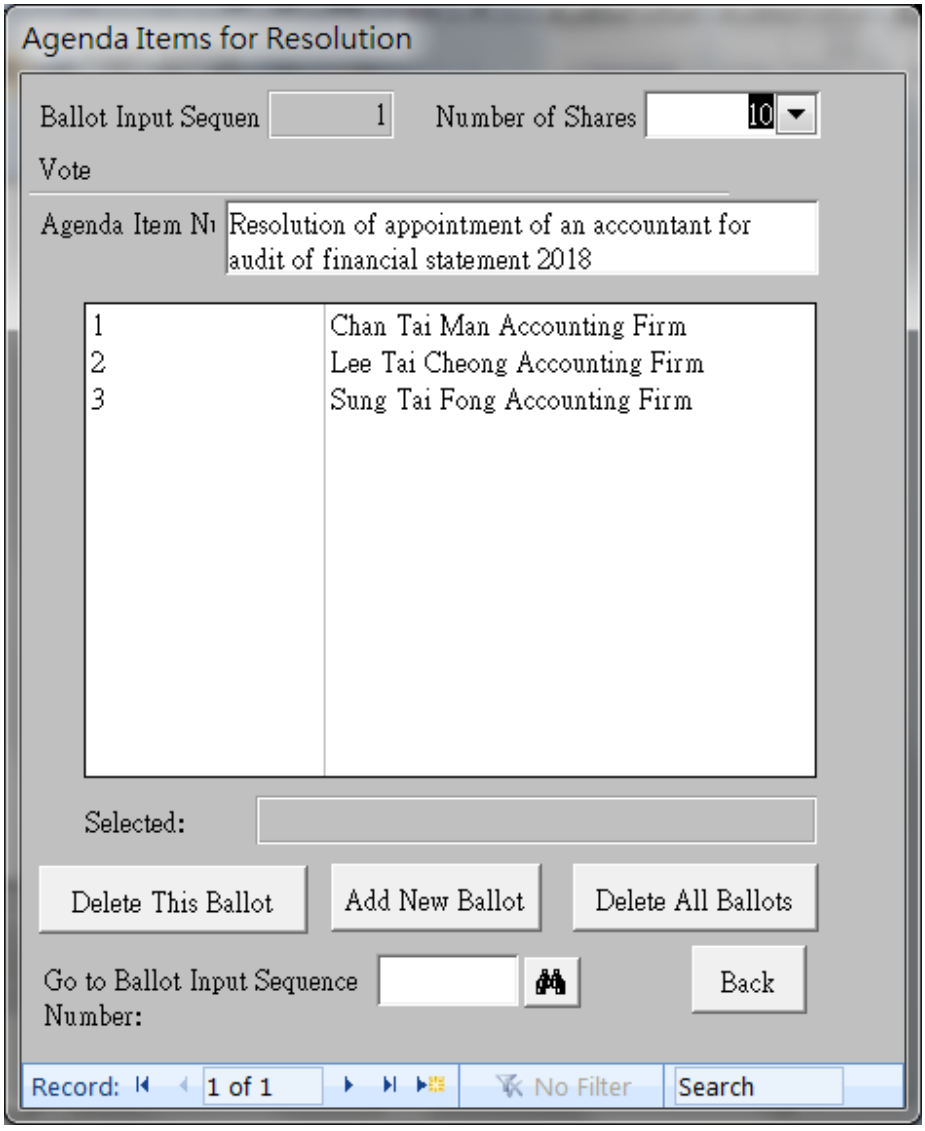
(c) Under normal circumstances, no data on options should be deleted once ballot data input has started. If users delete any option's name that already exists on the ballots, a prompt will appear;



(d) Under normal circumstances, no data on options should be deleted once ballot data input has started. If users delete any option's name that already exists on the ballots, a prompt will appear;



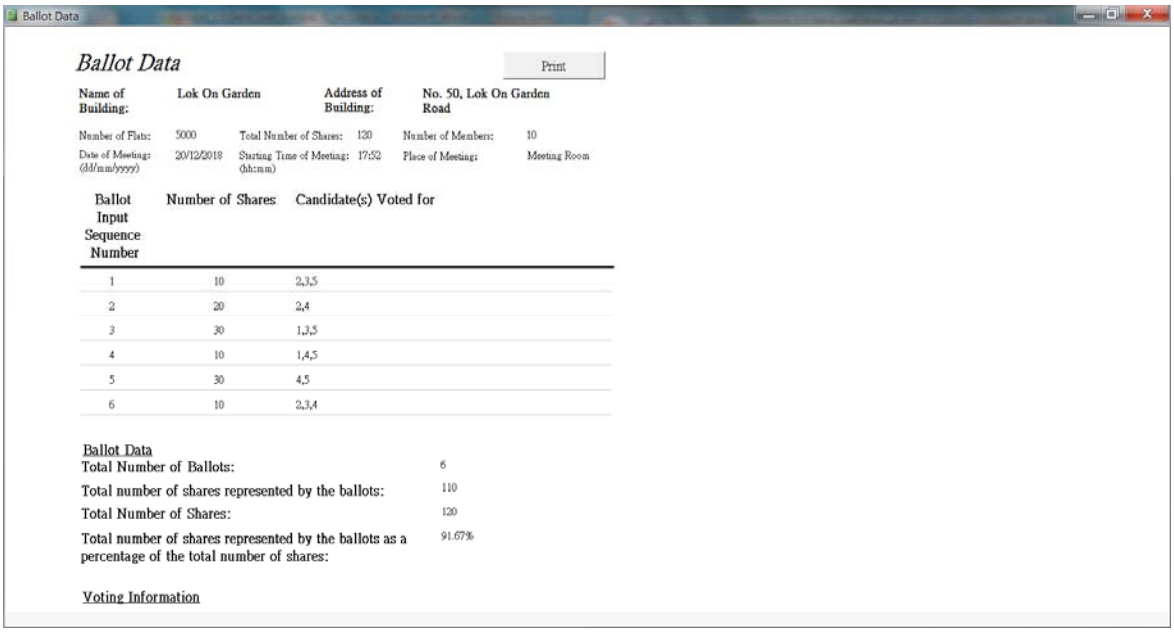
6. Input Candidates information



➢ Enter 【Information of Ballot Paper】as Point 4.

7. Viewing Ballot Data

- On completion of ballot data input, return to the Main Menu and select the【Ballot Data】menu. Make a printout of all data entered and check the data against the ballot papers.



Ballot Data

Print

Name of Building:	Lok On Garden	Address of Building:	No. 50, Lok On Garden Road		
Number of Flats:	5000	Total Number of Shares:	120	Number of Members:	10
Date of Meeting: (dd/mm/yyyy)	20/12/2018	Starting Time of Meeting: (hh:mm)	17:52	Place of Meeting:	Meeting Room

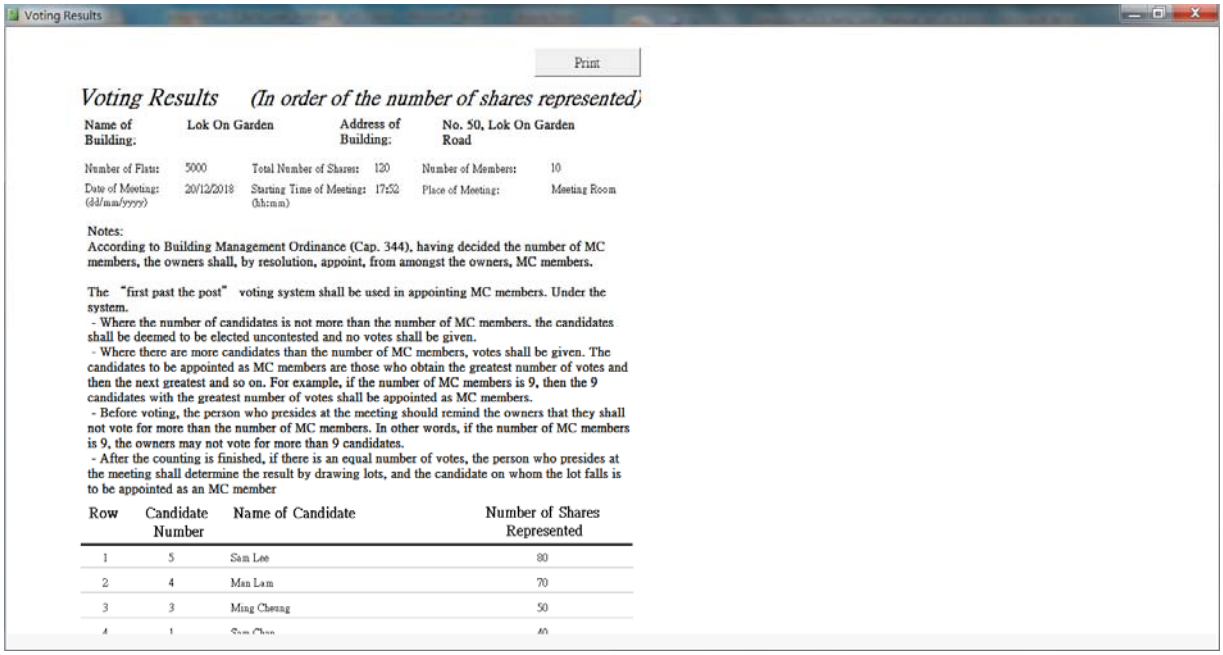
Ballot Input Sequence Number	Number of Shares	Candidate(s) Voted for
1	10	2,3,5
2	20	2,4
3	30	1,3,5
4	10	1,4,5
5	30	4,5
6	10	2,3,4

Ballot Data

Total Number of Ballots:	6
Total number of shares represented by the ballots:	110
Total Number of Shares:	120
Total number of shares represented by the ballots as a percentage of the total number of shares:	91.67%

Voting Information

8. On completion of checking and confirmation of the accuracy of all data entered, return to the Main Menu and select the【Voting Results】menu. Make a printout of the voting results and the vote counting process is completed.



Voting Results

Print

Voting Results *(In order of the number of shares represented)*

Name of Building:	Lok On Garden	Address of Building:	No. 50, Lok On Garden Road

Number of Flats:	5000	Total Number of Shares:	120	Number of Members:	10
Date of Meeting: (dd/mm/yyyy)	20/12/2018	Starting Time of Meeting: (hh:mm)	17:52	Place of Meeting:	Meeting Room

Notes:
According to Building Management Ordinance (Cap. 344), having decided the number of MC members, the owners shall, by resolution, appoint, from amongst the owners, MC members.

The "first past the post" voting system shall be used in appointing MC members. Under the system.
- Where the number of candidates is not more than the number of MC members. the candidates shall be deemed to be elected uncontested and no votes shall be given.
- Where there are more candidates than the number of MC members, votes shall be given. The candidates to be appointed as MC members are those who obtain the greatest number of votes and then the next greatest and so on. For example, if the number of MC members is 9, then the 9 candidates with the greatest number of votes shall be appointed as MC members.
- Before voting, the person who presides at the meeting should remind the owners that they shall not vote for more than the number of MC members. In other words, if the number of MC members is 9, the owners may not vote for more than 9 candidates.
- After the counting is finished, if there is an equal number of votes, the person who presides at the meeting shall determine the result by drawing lots, and the candidate on whom the lot falls is to be appointed as an MC member

Row	Candidate Number	Name of Candidate	Number of Shares Represented
1	5	Sam Lee	80
2	4	Man Lam	70
3	3	Ming Cheung	50
4	1	[illegible]	40