

VOTING Wahlvorschlag

User Manual

| | |
|----------------|-----------------------|
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1. Introduction

1.1 General

This manual describes the operation of the **VOTING Wahlvorschlag** application. The intended target groups are the users of the application. This manual serves as a tool to support the use of the application in daily work.

1.2 Purpose of the document

The manual provides all the information that the user needs to operate the **VOTING Wahlvorschlag** application correctly and to respond appropriately in case of problems.

2. Roles

Permissions for each application can be assigned via the IAM Adminpanel with the appropriate role. The following roles (see columns) can be assigned within VOTING Wahlvorschlag:

| Role | Description |
|--|---|
| Cantonal Supervisor (Wahlverwalter) | Can create and manage elections, as well as create, modify, and delete users/tenants in VOTING Wahlvorschlag. |
| Party User (Parteiverantwortliche / Benutzer) | Can manage election proposals, lists, and persons within the assigned tenant. |

Table 1: Overview of roles within VOTING Wahlvorschlag

3. User and tenant management

Purpose: A superior authority can create users for VOTING Wahlvorschlag and assign them to tenants.

3.1 Registration

Access to VOTING Wahlvorschlag requires registration by the superior authority. Each person is registered with a username, last name, first name, and email address, and is assigned to a pre-created tenant.

4. Creating an election proposal (proportional election)

Purpose: A party or group creates and manages election proposals for a proportional election ("Proporz").

The superior authority records upcoming elections and adds information relevant to the election or the creation of the election proposal.

Additionally, the superior authority defines when an election becomes visible to parties and groups. It also defines the start and end dates for the creation and submission of election proposals. Election proposals can only be created and submitted to the superior authority within this period.

In the Elections Overview, parties and groups can see the election titles along with their respective submission deadlines and the number of days remaining for submitting an election proposal.

4.1 Create a proportional election proposal

In the first step, the election for which an election proposal is to be created is selected.

| Übersicht Wahlen | | | |
|------------------------|----------------------|--|--------------------------------|
| Wahlen | | | Hans Muster Kanton XY |
| Übersicht | Übersicht Wahlen | Start Einreichefrist | Ende Einreichefrist ↑ 1 |
| Archiv | Titel der Wahl ↑ 2 | Erneuerungswahl der Mitglieder der Regierung (Amtsdauer 2022 - 2026) | 03.10.2022 15.01.2026 303 Tage |
| | Proporzwahl Test | 28.01.2025 | 28.01.2026 316 Tage |
| | Test-Wahl | 13.02.2025 | 13.02.2026 332 Tage |
| | Kantonsratswahl Test | 27.02.2025 | 27.02.2026 346 Tage |
| | Majorzwahl Test | 28.02.2025 | 28.02.2026 347 Tage |
| 5 Einträge pro Seite ▾ | | | 1 - 5 von 11 < < > > |

Figure 1: Elections overview

On the election proposal overview page that opens, one or more election proposals can be created or managed.

In the section "Dokumente" (Documents), documents provided by the superior authority for this election can be downloaded.

The screenshot shows the 'Wahlen' (Elections) section of the VOTING Wahlvorschlag application. At the top, there's a header with the logo 'vo VOTING Wahlvorschlag' and a user profile for 'Hans Muster Kanton XY'. Below the header, the 'Übersicht' (Overview) tab is selected, showing a list of election proposals. One proposal is visible: 'Proporzwahl Test 28.03.2026'. A welcome message in German greets users. The interface includes a toolbar with buttons for 'WAHLVORSCHLAG HINZUFÜGEN' (Add Election Proposal), 'LÖSCHEN' (Delete), 'EINREICHEN' (Submit), and 'EXPORTIEREN' (Export). Below the list, there's a section for 'Dokumente' (Documents) containing a file named '2025_Zusatzinformationen Einreichung Wahlvorschlag.pdf'. Navigation controls like '20 Einträge pro Seite' (20 entries per page) and '0 von 0' (0 of 0) are present.

Figure 2: Election proposal overview

By clicking on "Wahlvorschlag hinzufügen" (Add Election proposal), a new election proposal can be created.

The screenshot shows the 'Wahlvorschlag hinzufügen' (Add Election proposal) form. The 'Übersicht' (Overview) tab is selected. The form fields include:

- Bezeichnung des Wahlvorschlags (Allfällige Parteikürzel voranstellen)**: A required field with a red border.
- Evtl. Präzisierung nach Alter, Geschlecht, Region oder Parteiflügel**: An optional field with a dropdown menu.
- Vertretung des Wahlvorschlags - kann den Wahlvorschlag administrieren**: A dropdown menu showing 'Hans Muster'.
- Stellvertretung des Wahlvorschlags - kann den Wahlvorschlag administrieren**: A dropdown menu.
- Weitere Benutzer (bspw. Generalsekretariat, Parteipräsidium) - nur Leserechte**: A dropdown menu.

At the bottom, there are two buttons: 'HINZUFÜGEN' (Add) and 'ZURÜCKSETZEN' (Reset). Below the form, there's a note: 'Weitere Benutzer (bspw. Generalsekretariat, Parteipräsidium) - nur Leserechte' and a 'ZURÜCK' (Back) button.

Figure 3: Add election proposal - Proportional representation

To create an election proposal, a designation is mandatory, typically the name of the party or group.

Optionally, the designation can be further specified by age, gender, region, or party wing. This is particularly relevant if there are multiple lists from the same party/group for an election.

The person who creates the election proposal is automatically registered as the representative of the proposal and is listed accordingly on the election proposal form.

Optionally, a deputy can be selected from the dropdown menu, who can also manage the election proposal. The deputy is also displayed on the election proposal form.

Other users assigned to the tenant can be selected from the dropdown menu with read-only rights and added by clicking "Hinzufügen" (Add) (bottom left). All users with read-only rights will then be listed at the bottom of the page.

By clicking the "Hinzufügen" (Add) button (bottom right), the election proposal is created.

The election proposal then appears in the election proposal overview.

4.2 Edit or delete an election proposal

By clicking on the pencil icon, the election proposal can be edited again. A election proposal can be deleted by clicking on the trash bin icon.

The screenshot shows the 'Wahlen' (Elections) section of the VOTING Wahlvorschlag application. At the top, there's a navigation bar with 'vo VOTING Wahlvorschlag', the user 'Hans Muster Kanton XY', and a menu icon. Below the navigation, the 'Übersicht' (Overview) tab is selected, showing a list of election proposals. One entry is visible: 'Proporzwahl Test 28.03.2026'. The list includes columns for 'Nr.', 'Bezeichnung', 'Präzisierung', 'Version', 'Letzte Änderung', 'Geändert von', and 'Status'. The first row has a checkbox next to 'Testpartei', 'Hauptliste' under Präzisierung, version 0, last change on 18.03.2025 by AXLMO, and status 'Entwurf'. To the right of the list are edit and delete icons. Below the list, there are buttons for 'WAHLVORSCHLAG HINZUFÜGEN', 'LÖSCHEN', 'EINREICHEN', and 'EXPORTIEREN'. Under the heading 'Dokumente', there's a table with a single row for '2025_Zusatzinformationen Einreichung Wahlvorschlag.pdf'. The table has columns for 'Name' (checkbox), 'Date' (checkbox), and 'File' (checkbox). At the bottom, there are download and search buttons.

Figure 4: Overview of registered election proposal - Proportional representation

4.3 Add candidates to the election proposal

By clicking on the row of the election proposal, candidates can be added to the proposal.

The screenshot shows the 'Wahlen' (Elections) section of the VOTING Wahlvorschlag application. The main title is 'vo VOTING Wahlvorschlag'. In the top right corner, there is a user profile for 'Hans Muster Kanton XY' with a green circular icon labeled 'HM' and a grid icon.

The left sidebar has three tabs: 'Übersicht' (Overview), which is selected and highlighted in grey; 'Wahlvorschlag erfassen' (Capture election proposal); and 'Archiv' (Archive). The central content area is titled 'Wahlvorschlag erfassen' and shows the message 'Proporzwahl Test 28.03.2026'. Below this, a welcome message from the Canton of St. Gallen is displayed, followed by a table of candidates.

| Nr. | Bezeichnung | Präzisierung | Version | Letzte Änderung | Gelindert von | Status |
|--------------------------|-------------|--------------|---------|-----------------|---------------|---|
| <input type="checkbox"/> | Testpartei | Hauptliste | 0 | 18.03.2025 | AXLMO | Entwurf (edit) |

Below the table, there are buttons for 'WAHLVORSCHLAG HINZUFÜGEN' (Add election proposal), 'LÖSCHEN' (Delete), 'EINREICHEN' (Submit), and 'EXPORTIEREN' (Export). A note indicates '20 Einträge pro Seite' (20 entries per page) with a dropdown arrow. Navigation icons for '1 - 1 von 1' and arrows are also present.

The right sidebar is titled 'Dokumente' (Documents) and lists a single PDF file: '2025_Zusatzinformationen Einreichung Wahlvorschlag.pdf'. It includes a checkbox for 'Name' and a download button 'HIERUNTERLADEN'.

Figure 5: Open candidate overview

In the candidate overview, all people who are running for election can be added to the list. To do so, click on "Kandidatur hinzufügen" (Add Candidate).

This screenshot shows a modal dialog box for adding a new candidate ('Kandidatur hinzufügen'). The title bar says 'vo VOTING Wahlvorschlag' and 'Übersicht Kandidaturen'. The header includes 'Proporzwahl Test 28.03.2026 > Testpartei Hauptliste' and buttons for 'ÄNDERUNGEN SPEICHERN' (Save changes) and 'KANDIDATUR HINZUFÜGEN' (Add candidate).

The main form contains fields for entering candidate details:

| Nr. | Amtlicher Vorname | Amtlicher Nachname | Geburtsdatum | Beruf(e) | Heimatort(e) | Bisher | Adresse | Amtlicher Wohnort |
|-----|-------------------|--------------------|--------------|----------|--------------|--------|---------|-------------------|
|-----|-------------------|--------------------|--------------|----------|--------------|--------|---------|-------------------|

Below the form, it says '20 Einträge pro Seite' with a dropdown arrow. On the right side of the dialog, there are buttons for 'KANDIDATUR VORKUMULIEREN' (Aggregate candidate) and 'LÖSCHEN' (Delete). A large empty text area is labeled 'HINZUFÜGEN' (Add). The right sidebar is titled 'Kommentare' (Comments) with the message 'Noch keine Kommentare erstellt' (No comments yet).

Figure 6: Candidate overview

In the pop-up window, the details for each candidate can be entered.

Some fields contain informational texts for correct entries, which become visible when the mouse is hovered over the circled "i".

Kandidatur hinzufügen

Amtlicher Vorname

Amtlicher Nachname

Politischer Vorname
 i

Politischer Nachname

Geburtsdatum
 i Geschlecht
 männlich

Titel
 Beruf(e)
 i

Heimatort(e) inkl. Kantonszugehörigkeit

Strasse
 Hausnummer

PLZ
 Amtlicher Wohnort

Bisher

Figure 7: Add candidate I

In the section "Angaben für Stimmzettel" (Information for ballot paper), the details for occupation and place of residence can be adjusted if desired for the print on the ballot paper.

Angaben für Stimmzettel

Beruf inkl. allfälliger Titel und weiterer Bezeichnungen
 Finanzberaterin i

Politischer Wohnort
 St.Gallen

ÜBERNEHMEN **ÜBERNEHMEN UND NÄCHSTER KANDIDAT** **ABBRECHEN**

Figure 8: Add candidate II

By clicking "Übernehmen" (Apply), the candidacy is saved, and the entry window closes.
 By clicking "Übernehmen und nächster Kandidat" (Apply and next candidate), the candidacy is saved, and the form is cleared, allowing the next candidate to be entered.

As soon as the number of registered candidacies matches the available list slots, the "Übernehmen und nächster Kandidat" (Apply and next candidate) button is disabled.

After registration, the entered candidacies are displayed in the Candidate Overview.

4.4 Manage candidacies

Edit a candidacy

A candidacy can be edited at a later point in time by clicking on the pencil icon.

| vo VOTING Wahlvorschlag | | | | | | | | |
|---|-------------------|---|--------------|-----------------|---------------|-------------------------------------|---------------|-------------------|
| Wählen | | | | | | | | |
| Übersicht | | Übersicht Kandidaturen | | | | | | |
| Archiv | | Proporzwahl Test 28.03.2026 > Testpartei Hauptliste | | | | | | |
| <div style="display: flex; justify-content: space-between;"> ÄNDERUNGEN SPEICHERN KANDIDATUR HINZUFÜGEN KANDIDATUR VORKUMULIEREN LÖSCHEN </div> | | | | | | | | |
| Nr. | Amtlicher Vorname | Amtlicher Nachname | Geburtsdatum | Beruf(e) | Heimatort(e) | Bisher | Adresse | Amtlicher Wohnort |
| 01 | Verena | Mustermann | 01.01.1980 | Finanzberaterin | St. Gallen SG | <input checked="" type="checkbox"/> | Bahnhofstr. 5 | St.Gallen |
| 02 | Maximilian | Muster | 02.02.1990 | Architekt | Flawil SG | <input type="checkbox"/> | Marktgasse 10 | St. Gallen |
| <div style="display: flex; justify-content: space-between; font-size: small;"> 20 Einträge pro Seite ▾ 1 - 2 von 2 < > </div> | | | | | | | | |

Figure 9: Overview of registered candidacies

Pre-cumulate a candidacy (Vorkumulieren)

By clicking on a candidacy (the row will be highlighted in blue) and then clicking the "Kandidatur vorkumulieren" (pre-cumulate candidacy) button, a candidacy can be pre-cumulated. A pre-cumulated candidacy is indicated by checkmarks in front of the candidate number.

Delete a candidacy

A selected candidacy or cumulated row can be deleted by clicking "Löschen" (Delete).

Important:

If a cumulated candidacy is deleted, only the cumulation is removed, not the initial candidacy. To delete the entire candidacy, the step must be repeated.

Change list position

The order of the candidates can be changed by clicking and holding the mouse button, then dragging the row to the desired position.

Comment on candidacies

Persons who have access to the election proposal can leave comments on the candidacies. This comment field can also be used for easy coordination between the user and the superior authority regarding the candidacies.

Save candidacies in the election proposal

Once the maximum number of possible seats in the election proposal is reached (either through individual entries or pre-cumulations), a notification appears. No further candidacies can be added, and existing ones cannot be further cumulated.

By clicking "Änderungen speichern" (Save changes), the election proposal is saved. When this is done, the candidates are assigned a number. If the order of the candidates is changed later, the numbering is automatically updated.

All future changes to candidacies must be saved again using the "Änderungen speichern" (Save changes) button.

| Nr. | Amtlicher Vorname | Amtlicher Nachname | Geburtsdatum | Beruf(e) | Heimatort(e) | Bisher | Adresse | Amtlicher Wohnort |
|------|-------------------|--------------------|--------------|-----------------|---------------|-------------------------------------|---------------|-------------------|
| ✓ 01 | Verena | Mustermann | 01.01.1980 | Finanzberaterin | St. Gallen SG | <input checked="" type="checkbox"/> | Bahnhofstr. 5 | St.Gallen |
| ✓ 01 | Verena | Mustermann | 01.01.1980 | Finanzberaterin | St. Gallen SG | <input checked="" type="checkbox"/> | Bahnhofstr. 5 | St.Gallen |
| 02 | Maximilian | Muster | 02.02.1990 | Architekt | Flawil SG | <input type="checkbox"/> | Marktgasse 10 | St. Gallen |

Figure 10: Candidate Overview – Maximum number of candidates reached

5. Creating an election proposal (majority election)

Purpose: A party or group submits an election proposal for a majority election ("Majorz").

Fundamentally, creating a majority election proposal differs only slightly from creating a proportional (Proporz) election proposal.

To create a majority election proposal, the desired majority election can be selected from the Elections Overview.

By clicking on "Wahlvorschlag hinzufügen" (Add election proposal), a new election proposal can be created.

The screenshot shows the 'Wahlvorschlag erfassen' (Create election proposal) page. At the top, there's a header with the logo 'vo VOTING Wahlvorschlag' and a user placeholder 'Hans Muster Kanton XY'. Below the header, there are two tabs: 'Übersicht' (Overview) which is selected, and 'Archiv'. The main content area has a heading 'Wahlvorschlag erfassen' and a sub-heading 'Majorzwahl Test 28.04.2026'. It includes a welcome message and information about the platform. Below this is a table with columns 'Nr.', 'Bezeichnung', 'Version', 'Letzte Änderung', 'Geändert von', and 'Status'. A dropdown menu shows '20 Einträge pro Seite'. At the bottom of the table are buttons for 'LÖSCHEN' (Delete), 'EINREICHEN' (Submit), and 'EXPORTIEREN' (Export). A large red box highlights the 'WAHLVORSCHLAG HINZUFÜGEN' (Add election proposal) button. Below the table, there's a section for 'Dokumente' (Documents) with a table showing a single entry: 'Name' checked, 'AZ' in the input field, and a file named '2025_Zusatzinformationen Einreichung Wahlvorschlag.pdf' checked. A dropdown menu shows '20 Einträge pro Seite'. At the bottom right of this section, it says '1 - 1 von 1'. At the very bottom of the page is a 'HERUNTERLADEN' (Download) button.

Figure 11: Add election proposal - Majorz

In the form "Wahlvorschlag hinzufügen" (Add election proposal), the first name and last name of the candidate can be used as the designation of the election proposal.

The person who creates the election proposal is automatically registered as the representative of the proposal and is listed accordingly on the election proposal form.

Optionally, a deputy can be selected from the dropdown menu, who can also manage the election proposal. The deputy is also displayed on the election proposal form.

Other users assigned to the tenant can be selected from the dropdown menu with read-only rights and added by clicking "Hinzufügen" (Add) (bottom left). All users with read-only rights are then listed at the bottom of the page.

By clicking the "Hinzufügen" (Add) button (bottom right), the election proposal is created.

vo VOTING Wahlvorschlag

Wählen

Übersicht **Wahlvorschlag hinzufügen**

Archiv

Zur Wahl wird vorgeschlagen (Name und Vorname des/der Kandidierenden)

Vertretung des Wahlvorschlags- kann den Wahlvorschlag administrieren

Stellvertretung des Wahlvorschlags - kann den Wahlvorschlag administrieren

Weitere Benutzer (bspw. Generalsekretariat, Parteipräsidium) - nur Leserechte

HINZUFÜGEN **ZURÜCKSETZEN**

Weitere Benutzer (bspw. Generalsekretariat, Parteipräsidium) - nur Leserechte

ZURÜCK **HINZUFÜGEN**

Figure 12: Add election proposal - Majorz

The election proposal then appears in the election proposal overview.

vo VOTING Wahlvorschlag

Wählen

Übersicht **Wahlvorschlag erfassen**

Archiv

Majorzwahl Test 28.04.2026

Herzlich willkommen auf der Online-Plattform des Kantons St.Gallen zur elektronischen Abwicklung von Wahlvorschlägen. Informationen zur Wahl und zur Benutzung der Plattform finden Sie unten auf der Seite in Form von PDF's.

| Nr. | Bezeichnung | Version | Letzte Änderung | Geändert von | Status |
|--------------------------|-------------|---------|-----------------|--------------|---------|
| <input type="checkbox"/> | Huber Heidi | 1 | 19.03.2025 | AXLMO | Entwurf |

20 Einträge pro Seite ▾

WAHLVORSCHLAG HINZUFÜGEN **LÖSCHEN** **EINREICHEN** **EXPORTIEREN**

Figure 13: Overview of registered election proposal – Majorz

By clicking on the row, the remaining required details for the candidacy can be entered.

The screenshot shows the 'VOTING Wahlvorschlag' application. At the top right, it displays 'Hans Muster HM Kanton XY'. On the left, a sidebar menu under 'Wahlen' includes 'Übersicht' (selected), 'Übersicht Kandidaturen', and 'Archiv'. The main content area shows a list of candidates for 'Majorwahl Test 28.04.2026 > Huber Heidi'. A red box highlights the 'KANDIDATUR HINZUFÜGEN' button. Other buttons include 'ÄNDERUNGEN SPEICHERN' and 'LÖSCHEN'. The table columns are: Nr., Amtlicher Vorname, Amtlicher Nachname, Geburtsdatum, Beruf(e), Heimatort(e), Bisher Adresse, and Amtlicher Wohnort. Navigation at the bottom includes '20 Einträge pro Seite ▾', '0 von 0', and page navigation icons.

Figure 14: Add candidacy - Majorz

From this point, the process is the same as in a proportional election (see Chapter 4).

6. Export / Print election proposal (as draft)

Purpose: A party or group can export or print election proposals (majority election and proportional election) as drafts.

To export, the desired election proposal must be marked with the checkbox.

The screenshot shows the 'Wahlvorschlag erfassen' section of the VOTING platform. A single election proposal for 'Testpartei' is selected, indicated by a checked checkbox in the first column. At the bottom right of the table, the 'EXPORTIEREN' button is highlighted with a red box. Other buttons visible include 'WAHLVORSCHLAG HINZUFÜGEN', 'LÖSCHEN', and 'EINREICHEN'.

Figure 15: Selected election proposal

The following documents can be exported:

The screenshot shows a modal dialog titled 'Exportieren' for a 'Hauptliste'. It lists four export options: 'FORMULAR LISTENVERBINDUNG (PDF)', 'EXPORT KANDIDIERENDE (CSV)', 'FORMULAR KANDIDATUREN (PDF)', and 'FORMULAR UNTERZEICHNENDE (PDF)'. At the bottom of the dialog is a 'ABBRECHEN' button.

Figure 16: Export options for proportional election proposal (draft)

The list connection form is not available for Majorz election proposals.

After creation, the election proposal is in the status "Entwurf" (Draft) and can be used, for example, for the first circulation within the party or group.

The column for collecting signatures is still hidden in this status.

Proporzwahl Test 28.03.2026

Kanton St. Gallen

Bezeichnung des Wahlvorschlags: Testpartei

Evtl. Präzisierung nach Alter, Geschlecht, Region oder Parteiflügel: Hauptliste

Listennummer (Bitte nicht ausfüllen, wird zugeteilt): Einreichtedatum: Uhr

Anzahl Sitze: 3

Kandidatur(en)

| Nr. | Name 1. Zeile Amtlich 2. Zeile Politisch | Vorname(n) 1. Zeile Amtlich 2. Zeile Politisch | Geschlecht (m/w) | Geburtsdatum | Beruf inkl. allfälliger Titel und weiterer Bezeichnungen für Stimmzettel | Adresse | PLZ | Wohnort 1. Zeile Amtlich 2. Zeile Politisch | Heimatort(e) inkl. Kantonszugehörigkeit | Bisher | Kontrolle (leer lassen) |
|-----|--|--|---------------------|--------------|---|---------------|------|---|---|-------------------------------------|-------------------------------|
| 01 | Mustermann Mustermann | Verena Vreni | w | 1 1 1980 | Finanzberaterin | Bahnhofstr. 5 | 9000 | St.Gallen St.Gallen | St. Gallen SG | <input checked="" type="checkbox"/> | |
| 01 | Mustermann Mustermann | Verena Vreni | w | 1 1 1980 | Finanzberaterin | Bahnhofstr. 5 | 9000 | St.Gallen St.Gallen | St. Gallen SG | <input checked="" type="checkbox"/> | |
| 02 | Muster Muster | Maximilian Max | m | 2 2 1990 | Architekt | Marktgasse 10 | 9000 | St.Gallen St.Gallen | Flawil SG | <input type="checkbox"/> | |

Vertretung des Wahlvorschlags: _____ E-Mail: _____ Unterschrift: _____

Stellvertretung des Wahlvorschlags: _____ E-Mail: _____ Unterschrift: _____

Alle Kandidierenden müssen dieses Formular unterzeichnen.

Figure 17: Example PDF export of the candidate form - proportional representation

7. Submit election proposal

Purpose: An election proposal is submitted to the responsible authority.

When all information on the election proposal is correct and the deadline for submitting nominations has not expired, it can be submitted electronically by clicking "Einreichen" (Submit). The status is then changed to "Eingereicht" (Submitted).

The screenshot shows the VOTING Wahlvorschlag software interface. The top navigation bar includes the logo 'vo VOTING Wahlvorschlag', the name 'Hans Muster Kanton XY', and a user icon. The main menu 'Wählen' is selected, showing 'Übersicht' (Overview) and 'Archiv'. The overview page displays a list of candidates under 'Wahlvorschlag erfassen'. One candidate, 'Testpartei', is selected, indicated by a checked checkbox. The list includes columns for 'Nr.', 'Bezeichnung', 'Präzisierung', 'Version', 'Letzte Änderung', 'Geändert von', and 'Status'. At the bottom, there are buttons for 'WAHLVORSCHLAG HINZUFÜGEN', 'LÖSCHEN', 'EINREICHEN' (highlighted in blue), and 'EXPORTIEREN'. Navigation icons for '1 - 1 von 1' and arrows are also present.

Figure 18: Submit election proposal

If a candidate export is performed after submission, a column for the candidate's signature appears on the form.

The screenshot shows a PDF export of the candidate form for the 'Proporzwahl Test 28.03.2026' in 'Kanton St. Gallen'. The form includes fields for the party name ('Testpartei'), list number ('Listennummer'), and various candidate details such as name, gender, birthdate, profession, address, constituency, and a checkbox for 'Bisher'. The form lists three candidates with their details and signatures. At the bottom, there are fields for 'Vertretung des Wahlvorschlags' and 'Stellvertretung des Wahlvorschlags' along with their respective email and signature fields. A note at the bottom states: 'Alle Kandidierenden müssen dieses Formular unterzeichnen.'

Figure 19: Example PDF export of the candidate form - Proportional representation with signatures

9. Review and revision of candidacies

Purpose: The responsible authority reviews the candidacies and can mark them for revision and leave comments.

The candidacies submitted to the authority are reviewed and, if necessary, marked for revision. Marked fields are highlighted in green in the candidate overview, and the marking is also visible in edit mode. Additionally, an eye icon marks the row or candidacy that needs to be revised.

The screenshot shows the VOTING Wahlvorschlag application. At the top, there's a header bar with the logo 'VOTING Wahlvorschlag' and the name 'Hans Muster Kanton XY'. Below the header, the main interface has a sidebar with 'Wählen' (Voting) and 'Archiv' (Archive) sections. The main content area is titled 'Übersicht Kandidaturen' (Overview of Candidates) and shows a list for 'Majorzwahl Test 28.04.2026 > Huber Heidi'. The list includes columns for Nr., Amtlicher Vorname, Amtlicher Nachname, Geburtsdatum, Beruf(e), Heimatort(e), Bisher, Adresse, and Amtlicher Wohnort. A single row for 'Heidi Huber' is selected and highlighted with a red border. This row contains the values: Nr. 01, Vorname Heidi, Nachname Huber, Geburtsdatum 03.03.1994, Beruf(e) Research Assistant, Heimatort(e) Buchs, Bisher Hauptstrasse 18, Adresse St. Gallen, and Wohnort. To the right of the list is a 'Kommentare' (Comments) panel. It contains a note: 'Beruf bitte auf deutsch angeben Kantonsbezeichnung bei Heimatort ergänzen' (Job title must be entered in German. Add canton name to place of origin). The date '19.03.2025 - 10:07' is shown at the bottom of the panel. There are also icons for adding a comment and deleting it.

Figure 20: Field marked for revision

Fields may be marked if information is entered incorrectly (e.g., the place of origin was entered without the associated canton). In consultation with the candidate, changes and additions can be made and saved.

Kandidatur hinzufügen

Amtlicher Vorname
Heid[
Amtlicher Nachname
Huber[
Politischer Vorname
Heidi [ⓘ]
Politischer Nachname
Huber[
Geburtsdatum
03.03.1994[
Geschlecht
weiblich[
Titel
Research Assistant [ⓘ]
Heimatort(e) inkl. Kantonzugehörigkeit
Buchs[
Strasse
Hauptstrasse[
Hausnummer
18[
PLZ
9000[
Amtlicher Wohnort
St. Gallen[
Parteizeichnung
Testpartei[

Figure 21: Field marked for revision in edit mode

To inform the authority about the changes made, a comment can be written in the comment column. The authority can then remove the marking once the issue is resolved.

Hans Muster Kanton XY HM ☰

Beruf und Heimatort wurden korrigiert

HINZUFÜGEN **VERWERFEN**

Kommentare

Beruf bitte auf deutsch angeben
Kantonsbezeichnung bei Heimatort ergänzen

19.03.2025 - 10:07

LÖSCHEN

| Beruf(e) | Heimatort(e) | Bisher | Adresse | Amtlicher Wohnort |
|-----------------------|--------------|--------------------------|-----------------|-------------------|
| Forschungsassistentin | Buchs SG | <input type="checkbox"/> | Hauptstrasse 18 | St. Gallen |

1 - 1 von 1 | < < > >|

Figure 22: Revised and commented candidacy

10. Status overview

Purpose: Users of VOTING Wahlvorschlag know the current status of an election proposal.

An election proposal goes through the following statuses:

Entwurf (Draft)

A new election proposal that is being created is given the status "Entwurf" (Draft). People managing the election proposal can freely edit the proposals and candidacies.

Eingereicht (Submitted)

When all information on the election proposal is correctly entered, it can be submitted electronically. After submission, the status changes to "Eingereicht" (Submitted). The election proposal form can now be downloaded and signed by the candidates as well as the representatives and deputies of the election proposal.

Formell eingereicht (Formally submitted)

After the original election proposal with the signatures, as well as the form "Unterzeichnende" (Signers), is submitted to the superior authority, the election proposal is marked as "Formell eingereicht" (Formally submitted). It is still possible to add comments and make changes to the election proposal, but editing or deleting comments is no longer possible.

The election proposal can be manually locked as soon as the review and corrections by the superior authority and the representatives and deputies of the election proposal have been completed. From this point on, election proposals can only be edited by the superior authority.

Gültig (valid)

If the election proposal is reviewed and approved, it is given the status "Gültig" (Valid) by the superior authority. Editing or deleting comments is no longer possible.

The election proposal can be manually locked as soon as the review and corrections by the superior authority and the representatives and deputies of the election proposal have been completed. From this point on, election proposals can only be edited by the superior authority.

11. Final steps and notes

Purpose: Parties and groups can submit election proposals correctly.

- The signatures of the candidates and the list representatives are collected on the exported forms.
- Signatures for the form "Unterzeichnende" (Signers) can be collected.
- For proportional elections (Proporz), the form "Listenverbindungen" (List unions) can be exported, filled out, signed, and submitted.
- The original election proposal with the signatures, along with the form "Unterzeichnende" (Signers), must be submitted to the superior authority (pay close attention to the submission deadline).
- The superior authority compares the submitted information with the electronically submitted data.
- Any necessary adjustments are discussed directly with the representatives or deputies of the election proposals and are updated in the system by the superior authority (corrected information is displayed in green).
- List and sub-list unions are recorded by the authority according to the form "Listenverbindung" (List unions).
- The election proposals undergo a formal review by the superior authority. If no deficiencies are found, the election proposals are declared valid on the VOTING Wahlvorschlag online platform.
- The information from the election proposals is exported to the result determination system and further processed.