

## APPENDIX C

### PROCEDURES FOR CONTESTED VOTES<sup>1</sup>

#### Roles:

- President (or Immediate Past President in Elections):

In the case of a contested vote or election, shall ask any non-member to exit the room and appoint tellers. No one should be allowed to enter the room at this point.

- Tellers:

Distribute, collect, and count the ballots, as well as to report the vote. Enough tellers should be appointed to accomplish the purpose in a reasonable amount of time. Tellers should be chosen for accuracy and dependability, should have the confidence of the membership, and should not have a direct personal involvement in the question or in the result of the vote.

#### Balloting:

The ballots should be small blank pieces of paper, unless the contested vote is known in advance, in which case ballots allowing members to vote could be prepared in advance. The teller should make every effort to validate the membership status of a member and distribute a ballot to him/her.

#### Upon the completion of voting:

1. The President (or Immediate Past President) will direct the tellers to collect the ballots and deposit the ballots into a central ballot box. The tellers should ensure that no member votes more than once.
2. The President (or Immediate Past President) should inquire if all who wish to vote have done so.<sup>2</sup> If there is no response, the President (or Immediate Past President) states that "if no one else wishes to vote....[pause], the polls are closed." (If other members arrive and wish to vote, a majority vote is required to reopen the polls).
3. The tellers should proceed to count the ballots in a secluded location. Tellers should ignore blank ballots, including illegal ballots where an individual member folds two or more ballots together with votes on each ballot.

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<sup>1</sup> The procedures described herein has been taken from Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition.

<sup>2</sup> The President (or Immediate Past President) may vote at the same time as the other members. Should he/she fail to vote before the polls are closed, he/she cannot then do so without the permission of the members.

### Handling questionable ballots:

- If a member leaves one or more of the choices blank on a ballot containing several questions or more than one office to be filled, the blank spaces in no way affect the validity of the spaces he/she has filled, and for each of these votes he/she should be given credit for one legal vote.
- If he/she votes for too many candidates for a given office, however, that particular section of the ballot is illegal, because it is not possible for the tellers to determine for whom the member desired to vote.
- Small technical errors, like the misspelling of a word or name, do not make a vote illegal if the meaning of the ballot is clear.
- Unintelligible ballots or ballots cast for an unidentifiable candidate or a fictional character are treated as illegal votes. (Note: Write in candidates are allowed).
- If the meaning of one or more ballots is doubtful, they can be treated as illegal if it is impossible for them to affect the result; however, if they may affect the result, the tellers should report the issue to the President (or Immediate Past President), who will immediately submit to the membership the question of how to record these ballots.
- Illegal ballots cast by legal voters should be taken into account when determining the number of votes cast for computing a majority. If there is evidence that any unidentifiable ballots were cast by persons not entitled to vote, and if there is any possibility that such ballots might affect the result, the entire ballot vote is null and void and a new ballot vote must be taken.

### Tellers' Report

The tellers shall elect a chairman, who shall stand, address the President (or Immediate Past President), read the tellers' report, and hand it to the President (or Immediate Past President) **without declaring the result.** The report should take this form:

#### *Tellers' Report*

Number of votes cast.....	500
Necessary for election.....	251
Mr. Miller received.....	253
Mr. Wilson received.....	183
Ms. Strong received.....	56
<i>Illegal Votes</i>	
Mr. Friend (ineligible).....	7
One ballot containing two for Mr. Wilson folded together, rejected.....	1

In the case of balloting on a motion, the tellers' report is as follows:

#### *Tellers' Report*

Number of votes cast.....	500
Necessary for adoption (majority).....	251

Votes for motion.....	253
Votes against.....	246
<i>Illegal Votes</i>	
One ballot containing two	
No votes, rejected.....	1

The tellers' report should not include the number of members eligible to vote.

The President (or Immediate Past President) reads the tellers' report and declares the result(s) of the election. If in an election, no member receives a majority (including a tie), a repeat ballot should be taken as many times as is necessary to obtain a majority vote for a single candidate. In the case of a repeat ballot, the names of all nominees are kept on the ballot.

The tellers' report should be entered in full into the minutes. A recount can only be ordered by a majority vote. If there is no possibility of a recount, the ballots can be ordered destroyed or filed for a certain period with the secretary and then destroyed.