

Tellers' Committee Instructions

- Tellers are responsible for distributing, collecting, and tallying ballots during an election (including nominating committee election). They also present the written Tellers Report to the President.
- The President will advise the Tellers when it is time to distribute and collect the ballots.
- Once all ballots are collected you should move to another area of the room or to another room for tallying the ballots.
- The Tellers should decide who will be their chair and give the report to the President of the meeting once the votes are counted.
- One person should read each ballot aloud and two or more people should record the votes. This may occur twice to confirm that the counts are correct.
- In recording the votes cast, the tellers ignore blank ballots and do not credit illegal votes to any candidates. All blanks must be ignored.
- If in unfolding the ballots, it is found that two or more filled-out ballots are folded together, they are recorded as illegal votes...that is, each set of ballots folded together is reported as one illegal vote and is not credited.
- If a member leaves one or more of the choices blank on a ballot, the blank spaces in no way affect the validity of the spaces filled and each of these votes shall be given credit.
- If a member votes for too many candidates, that ballot is illegal because it is not possible to determine for whom the member desired to vote.
- Small technical errors, like the misspelling of a name, does 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.
- 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.
- All illegal votes of the types mentioned above – that is illegal votes cast by legal voters – are taken into account in determining the number of votes cast for the purpose of computing the majority.
- The winner should receive the majority of the votes cast. Majority is $1/2$ of the votes cast plus 1.
- All Tellers should sign the final Tellers' Report.
- Tellers should seal all ballots and tally sheets in an envelope and give them to the secretary, who preserves them until it is reasonable to believe there will be no call for a recount, or the President instructs that the ballots be destroyed.

Tellers' Report (Robert's Rules of Order, Newly Revised, 11th Edition, Page 417)

Number of votes cast _____

Necessary for election (majority, which is more than 50%) _____

Note: List the candidates receiving the highest number of votes and down to the candidates with the least.

Candidate A received _____

Candidate B received _____

Etc. _____

Illegal votes cast _____

Notes: The number of votes cast may not match the number of those eligible to vote as some members may decide not to vote. If no candidate receives a majority vote, the balloting is held again until one candidate receives a majority vote. If there are more than two candidates for a position, no name is withdrawn from voting unless one candidate decides to withdraw after the results are announced.