

Election procedures for counting ballots:

Election committee members are seated at two different tables.

Table 1

1. Alphabetize the envelopes.
2. Compare the envelopes against the current membership list to ensure that each voter is a member in good standing.
3. Envelopes without the name of a member of good standing are not opened but are set aside.
4. For envelopes from members in good standing, the envelope is opened, the ballot removed and passed face down to Table 2.
5. Envelopes without names, are kept together unopened.
6. All envelopes are replaced in the voting box when counting is completed.

Table 2

1. Receives verified ballots from table 1.
2. Table 2 has a chart with all candidates' names.
3. One person reads ballot's results to a second person who makes a notation by the appropriate candidate's name, or adds a "write-in's" name to the chart as necessary.
This process is repeated once to ensure there are no errors.
4. After all ballots have been read, the number of marks by each candidate's name are counted.
5. Place all the ballots back into the voting box.

Election Committee Chair

1. Provide the results to the club secretary and president for publication.
2. Inform all candidates of the results.
3. After new Board members are installed, Ballot box is passed to Club Document Custodian. Votes and envelopes to be retained for six months before destruction.