

ELECTIONS

PURPOSE

These policies and procedures ensure that voting for directors and officers, recalls, and changes to the bylaws and articles of incorporation meet the principles of speed, accuracy, security, fairness, and legality.

POLICIES

1. In order to be eligible to vote at the annual meeting, members must join the GCC or renew their membership by paying dues 4 weeks before the annual meeting.¹
2. To be allowed to vote, each member must have a signature on the membership form in the club files on election day.
3. A candidate for the board of directors must be a member in good standing of the Glide Community Club.²
4. Elections of directors and officers normally take place at the annual membership meeting.³ If events such as resignations cause the number of directors to fall below the minimum or an officer position to be vacant, an election can be held at the next membership meeting for which legal notification is possible.⁴
5. Changes to bylaws and articles of incorporation can be voted on at any meeting,⁵ with legal notification to the membership.
6. Voting for directors, officers, recalls, and changes to bylaws and articles of incorporation shall be by secret written ballot.⁶

PROCEDURES

I. Before the Annual Meeting

1. At the December board meeting, the President appoints a Board Candidate committee, consisting of at least one director and at least two club members who are not directors.⁷ The President designates one member of the committee to serve as chairperson.⁸
2. The Board Candidate committee advertises for and recruits candidates and receives nominations and volunteers. They verify nominees' willingness to run and each candidate's eligibility (dues paid for the election year). The committee also provides information to candidates and members.⁹
3. After the December membership meeting, the Secretary notifies the membership of: annual dues; the voter eligibility deadline; the place, date, and time of the annual meeting;¹⁰ of the rules for proxy voting;¹¹ and where they can obtain a proxy form. (See Attachment 1 for a sample notice and a sample proxy form.) This notice is given by email if available and otherwise by U.S. mail.¹² Notice is also posted on the community center's reader board,¹³ the club bulletin board, and the GCC website, and is sent to the local newspapers.
4. The Board Candidate committee notifies the membership of the candidates for the board at least 7 days before the annual meeting.¹⁴ The list of candidates is emailed to members who have email addresses, is posted on the GCC bulletin board and website, and is sent to the local newspapers.
5. The Secretary recruits:
 - An Election Coordinator, who is viewed as unbiased in this election. (See Attachment 2 for the Election Coordinator's job description.)
 - Individuals to work at the sign-in desk as members arrive. (See Attachment 3 for the sign-in workers' job description.)
 - Several counting teams of 3 individuals each. (See Attachment 4 for the counters' job description and guidelines for determining how many are needed.) Counters may double as sign-in workers.

6. Before the annual meeting, the Secretary ensures that the following materials are prepared and brought to the meeting:
 - Membership List: alphabetical list of names, addresses, and membership date of current members.¹⁵
 - Sign-in Sheets: alphabetical list of current members, with a space for the individual to sign. (See Attachment 5.) The sheets should be divided into groups of 2 pages each. For proxies there should be another complete set with all names, divided into groups of 4 pages each.
 - Pens (not pencils) for sign-in.
 - Membership Forms: in alphabetical order, divided into the same groups as the sign-in sheets, with each group in a separate 3-ring binder.
 - Signs showing the sign-in groups, both regular and proxy.
 - Director Ballots: one for each member, listing all candidates for directors with at least 3 lines for write-ins. (See Attachment 6).
 - Officer Ballots: pre-printed with the office: President, Vice President, Secretary, and Treasurer; a set of 4 for each member. (See Attachment 7.) The ballots for each office should be a different color. Staple all ballots—director and officer—together into a packet.
 - Tally Sheets: for each team of counters, a set of 3 for the directors election and 3 for officers elections. (See Attachments 8 and 9).
 - Results Sheet: 1 for the directors election and 1 for officers elections. (See Attachments 10 and 11.)
 - Term Lengths Table: A table showing the term lengths that newly elected directors will serve. This table should show term lengths for each possibility: from only one new director elected up to the maximum possible number of new directors elected. About one third of all the directors' terms should end each year, and longer terms should be assigned to new directors who received the most votes.¹⁶
 - Collection boxes or baskets.
 - Calculator.
7. The Treasurer brings to the meeting copies of receipts for the current year's membership dues.

II. Verifying Members' Eligibility to Vote

1. Before members arrive, the Secretary and Election Coordinator set up tables for sign-in, creating stations for each regular group and each proxy group. Proxy stations should be between the two regular stations covering the same alphabetical range, so they can share the book of membership forms. Signs identifying the stations are positioned where they are easily seen (not on the tables).
2. As members arrive at the annual meeting, each signs the sign-in sheet beside his or her printed name. If the sign-in worker does not personally know the member, the worker verifies that the signature matches the signature on the membership form.
3. A set of ballots – one directors ballot and ballots for each officer – is given to each member.¹⁷
4. For proxy forms, the sign-in worker does the following:
 - a. Verifies that the person carrying the proxy has brought no more than two proxies. Except, there is no limit on the number of proxies a member can bring from his or her own household.¹⁸
 - b. Verifies that the signature on the proxy form matches the signature of the absentee on the membership form.¹⁹ For an electronic proxy (email), verifies that the email address matches the email address on file for the absentee.
 - c. On the signature line for the absentee, writes "proxy," the name of the person bearing the proxy, and the sign-in worker's initials.
 - d. Gives to the person one additional set of ballots for each proxy carried.
 - e. Retains all verified proxy forms for the meeting record.²⁰

5. After all voters are signed in, proxy sign-ins are compared to the rest of the sign-ins to be sure no proxy is for someone who actually is attending. The total number of voters (members present plus proxies) is determined.
6. If problems are encountered during sign-in, see Attachment 12, Sign-in Problems.

III. Election of Directors

1. The President asks for nominations from the floor. A nominee must be present to accept the nomination, or proof must be presented that the nominee has agreed. Each member writes the names of nominees from the floor in the blank spaces on the ballot.²¹
2. Each member running for the board is introduced and given the opportunity to speak briefly, and members are allowed to ask them questions.
3. The President introduces the Election Coordinator, who instructs members to vote by secret ballot²², tells them the maximum number of candidates for which they can vote: the number of open board positions, and advises that ballots marked for more candidates than that or with no mark for any candidate²³ will not be counted. After the voting, director ballots are collected.
4. The Election Coordinator explains that while the ballots are being counted, no actual business should be conducted, because a significant portion of the membership will be counting and cannot participate in the meeting. The counting teams take the ballots to a private place for counting.
5. The Election Coordinator ensures all ballots are in the counting room, then counts the number of ballots and checks against the number of voters. If there are more ballots than voters, the vote is invalid and must be redone. Then the Election Coordinator divides the ballots equally between the teams. The count for each team is written on the Results Sheet. While the teams are counting, the Election Coordinator calculates the number of votes required for a majority.
6. Each counter has a tally sheet. (Attachment 8.) In each team, the set of ballots are stacked beside the first counter. Counters tally ballots individually as follows:
 - The first counter draws one ballot from the team's stack of ballots, records the votes on his/her tally sheet, and passes that ballot to the second counter.
 - The second counter records the votes on his/her tally sheet, and passes the ballot to the third counter.
 - The third counter records the votes on his/her tally sheet, and stacks the ballots at the end of the line.This process continues until all ballots in the team's stack have been tallied by all three counters.
7. When all ballots are tallied, each counter totals the votes on his /her tally sheet for each candidate and writes down the numbers. Counters within each team compare results. All tallies should match. Resolve any discrepancies. (See Attachment 13, Counting Problems.)
8. The Election Coordinator records all teams' results on the results sheet. (Attachment 10) Then for each candidate:
 - The counts of all teams are added to determine total votes.
 - A candidate is elected if he or she received a majority of votes, as long as the election does not result in more than the maximum number of directors.²⁴
 - If the election results in more than the maximum number of directors, the candidates receiving the most votes are elected, up to the maximum.²⁵
9. The Election Coordinator and one counter from each team review, confirm, and sign the results sheet. Each counter also signs his or her own tally sheet.
10. The Election Coordinator uses the term length table to determine what length term each new director shall receive. He or she adds term expiration dates to the results sheet.¹⁶
11. The results sheet is given to the President, who announces the results to the members, including the number of votes for each candidate and terms.

12. If there is a tie between two or more candidates for the last open position or for determining length of terms, the tie is resolved by a coin toss in the presence of the membership.²⁶
13. The meeting minutes will include the number of votes for each candidate,²⁷ which candidates were elected, and term expiration dates. Sign-in sheets, proxy forms, ballots, tally sheets, and results sheets are retained for the time designated in the Records Retention Table. (See the Records Management Policies and Procedures, page 2.)

IV. Election of Officers

1. The President asks the membership for nominations for president. Nominees must be members of the board. A nominee must be present to accept the nomination, or proof must be presented that the nominee has agreed.
2. The Election Coordinator instructs members to vote by writing the name of one candidate on their ballot for president, and advises that ballots preprinted for a different office will not be counted. Time is allowed for members to vote. Then ballots are collected.
3. The Election Coordinator again explains that while the votes are being counted, no actual business should be conducted. The counting teams take the ballots to a private place to count them, using the same procedure as with board election ballots, with the following exceptions:
 - a. Fewer counting teams are needed, about 45-50 ballots per team.
 - b. If a ballot preprinted with the wrong office is found, it is not counted.
 - c. Each team sorts its ballots into stacks, one for each candidate, and counts the number of ballots in each stack.
4. The results of the election are given to the President, who announces the results to the members.
5. If there is a tie between two candidates for a position, the tie is resolved by a coin toss in the presence of the membership. If there are three or more candidates and no candidate receives a majority of the votes, a revote must be taken between the top two candidates.
6. The process is repeated for Vice-President, Secretary and Treasurer. The former president continues to chair this meeting, and the former secretary continues to take minutes of this meeting and prepares the official meeting minutes.

V. Elections for Recall of Director or Officer

1. A recall election shall be scheduled when a written petition for removal of a director or officer is submitted to the board, signed by 10 members or 5% of the members, whichever is less.²⁸ There does not need to be a stated cause for removal.²⁹ An officer can be recalled from office without being recalled as director.³⁰ The recall election can take place at any regular meeting, or a special meeting may be called. The meeting must be scheduled at least 14 days out, to allow for legal notice.³¹
2. The director or officer being recalled must be given at least 14 days notice either in person or by first class mail.³² For both regular and special meetings at which an election will be held, the membership must be given at least seven days notice of the time, date, and purpose of the meeting.³³
3. Ballots, tally sheets, and results sheets are prepared in advance. They include columns for Yes and No votes. Ballots should be worded so that a Yes vote is a vote for recall.
4. At the meeting, a representative of those petitioning for recall and the director being recalled³⁴ are both given the opportunity to speak.
5. The voting and tallying proceed as with director elections. The person is removed from office if Yes votes represent a majority of the attending membership (including proxies).³⁵

VI. Elections for Changes to Bylaws or Articles of Incorporation

1. Elections for changing bylaws or articles of incorporation can take place at any meeting.
2. For both regular and special meetings at which an election will be held, the membership must be given at least seven days notice of the time, date, and purpose of the meeting.³⁶
3. Ballots, tally sheets, and results sheets are prepared in advance. They include columns for Yes and No votes. Information about each change should accompany the ballots: exact current wording, exact proposed wording, and an explanation of the change.
4. The voting and tallying proceed as with director elections. For each proposed change, Yes and No votes are added to determine the total number voting on that proposal. A proposed change passes if a majority of those voting on that proposal vote Yes.³⁷

NOTES:

1. Minutes, 12/20/2007 membership meeting.
2. Bylaws, Article 4, Section 2, paragraph 1, sentence 4.
3. Bylaws, Article 3, Section 5, sentence 4; Bylaws, Article 5, section 1, sentence 6.
4. Bylaws, Article 4, Section 4; Article 5, Section 2.
5. Bylaws, Article 12.
6. Bylaws, Article 3, Section 12, sentence 3.
7. Bylaws, Article 4, Section 2, paragraph 1, sentences 1 and 2.
8. Bylaws, Article 4, Section 2, paragraph 1, sentence 3.
9. Bylaws, Article 4, Section 2, paragraph 1, sentence 1.
10. ORS 65.214 (3)(a); Bylaws, Article 3, Section 6, sentence 1.
11. Bylaws, Article 3, Section 12, sentences 6 through 10.
12. Bylaws, Article 3, Section 6, sentence 1.
13. Bylaws, Article 3, Section 6, sentence 2.
14. Bylaws, Article 4, Section 2, paragraph 1, sentence 5.
15. ORS 65.224 (1) and (3).
16. Bylaws, Article 4, Section 2, paragraph 2, sentences 4-6.
17. Bylaws, Article 3, Section 12, sentence 1.
18. Bylaws, Article 3, Section 12, sentence 9.
19. Bylaws, Article 3, Section 12, sentence 7.
20. Bylaws, Article 3, Section 12, sentence 7.
21. Bylaws, Article 4, Section 2, paragraph 1, sentence 6.
22. Bylaws, Article 3, Section 12, sentence 3.
23. Minutes, 4/15/2014 board meeting.
24. Bylaws, Article 4, Section 2, paragraph 2, sentence 2.
25. Bylaws, Article 4, Section 2, paragraph 2, sentence 3.
26. Bylaws, Article 4, Section 2, paragraph 2, sentence 7.
27. Roberts Rules of Order, Section 60, paragraph 4, sentence 3.
28. Bylaws, Article 4, Section 15, sentence 2; Bylaws, Article 5, Section 7, sentence 1.
29. Bylaws, Article 4, Section 15, sentence 1; Bylaws, Article 5, Section 7, sentence 1.
30. Bylaws, Article 5, Section 7, sentence 4.
31. Bylaws, Article 4, Section 15, sentence 3; Bylaws, Article 5, Section 7, sentence 2.
32. Bylaws, Article 4, Section 15, sentence 3; Bylaws, Article 5, Section 7, sentence 2.
33. ORS 65.214 (3) and 65.324 (5).
34. Bylaws, Article 4, Section 15, sentence 3; Bylaws, Article 5, Section 7, sentence 2.
35. ORS 65.324 (3); Bylaws, Article 4, Section 15, sentence 4; Bylaws, Article 5, Section 7, sentence 3.
36. ORS 65.214 (3)(a) and (b).
37. Bylaws, Article 3, Section 12, sentence 4.

HISTORY OF APPROVALS AND REVISIONS

11-13-12 - Approved by Board

8-20-13 - Revisions approved by Board

For specific wording changes, see Draft Revision 8-14-13 which has new wording underlined.

1. The maximum number of candidates for which a member can vote is the number of open board positions. Procedure III - 3, Attachment 6.
2. Ties in officer elections are only between 2 candidates. The situation where no candidate receives a majority is possible only if there are 3 or more candidates. Procedure IV - 5.
3. Position descriptions provided for election jobs: Election Coordinator, sign-in workers, counters. Also, written instructions for the sign-in workers and counters. Procedure I - 5 (used to be #6), new Attachments 2-4.
4. Details added about the materials prepared before the meeting. Also, added planning in advance how term lengths will be assigned, depending on how many new directors can be elected. Procedure I - 6 (used to be #5), Procedure IV - 3, Attachment 1.
5. Detailed the set-up for the sign-in table. Procedure II - 1.
6. The Election Coordinator (instead of President) gives voting instructions to membership, including warnings about errors that will invalidate ballots. Procedures II - 3 and 4, IV - 2 and 3.
7. Included reason that no business should be conducted during vote counting. Procedures III - 4, IV - 3.
8. Added: Election Coordinator ensures all ballots are in counting room before counting starts. Procedure III - 5.
9. Modified vote-counting procedure for officer ballots. Procedure IV - 3.
10. Included potential problems and/or solutions that were left out before. Attachment 12, Item 5; Attachment 13, Item 3; Attachment 13, Item 5; Attachment 13, Item 6.

5-20-14 - Revisions approved by Board

Blank ballots are not counted. Added “or with no mark for any candidate” to Procedures, Section III, item 3; added endnote 23; added Election Counters’ Job Description, Instructions, item 4c; revised Sample Director’s Ballot, last sentence; added Counting Problems, item 6.

ATTACHMENT 1: ANNUAL MEETING NOTIFICATION

This is a sample notice to show the information that should be included.

Important Notice for Glide Community Club Members!

You must renew your annual membership by January __ in order to vote in elections at the annual meeting. The annual meeting will be held on February __ at 6:30 p.m. in the Glide Community Center. Sign-in will begin at 6:00. New members are welcome to join and support this community organization.

Dues are \$10 per household, approved by the membership at the December membership meeting. Join or renew your membership by paying the dues to __[name]__ (treasurer) at __[location]__ or mail your dues to:

Glide Community Club
PO Box 397
Glide, OR 97443

All individuals in the household age 18 or over must have signed the membership form in order to vote. Forms are available from __[name]__ (secretary), at the Glide Community Club, or online at www.glidecommunityclub.org.

CANDIDATES FOR BOARD OF DIRECTORS

The Board Candidate committee is currently seeking members willing to serve on the board of directors. If you are interested in running, want to suggest the name of someone, or would like more information, please contact __[name]__ at __[phone]__. All candidates will be announced and introduced at the membership meeting on January __.

PROXIES

If you cannot attend but want to vote, you may send a proxy with another member. Additional proxy forms can be found at the Glide Community Club, at Threadworks, or online at www.glidecommunityclub.org.

1. There is no limit on the number of proxies a member may bring for individuals living in the member's household.
2. A member may bring no more than 2 proxies for individuals not living in the member's own household.
3. The form must contain the signature of the absent member. The signature must match the signature on file on the membership form. OR The absent member may use an electronic signature by sending the form by email from the email address on file on the membership form.
4. The form must say it is for the membership meeting of February __.

GCC PROXY VOTING FORM

I appoint _____ to act as my proxy at the Glide Community

Club annual meeting on February ____, 20 ____. As my proxy, she/he may speak and vote for me.

Member signature

Date signed

**ATTACHMENT 2 :
ELECTION COORDINATOR'S JOB DESCRIPTION**

Purpose: To oversee GCC elections, ensure that policies and procedures are followed and that the elections are legal, accurate, secure, fair, and speedy.

Appointed: By Secretary, before an election

Reports to: Secretary

Qualifications:

1. Must be familiar with the Elections Policies and Procedures, or be willing to become familiar with them.
2. Must not be a family or household member of any candidate for director or possible candidate for office.
3. Must be able to function quickly and accurately under pressure: answering questions, resolving problems, and doing the basic math required for determining election results.

Duties

1. Be familiar with and follow the policies and procedures for holding club elections.
2. Before the election meeting, help the Secretary prepare materials and recruit workers. Immediately before the meeting, help set up sign-in tables and lay out materials.
3. Instruct sign-in workers and counters in the procedures to be followed.
4. Supervise sign-in, voting, collection of ballots, and counting.
5. Document election results and report them to the meeting chair.
6. Provide any guidance about election procedures needed by the meeting chair and the membership.
7. Throughout the election, answer questions and resolve problems as needed.
8. Maintain legality of the election as the highest priority; accuracy, security, and fairness as the next highest priorities; and speed as an important goal after the other priorities are met.
9. Note and report to the club any suggestions for improving the election process to better ensure legality, accuracy, security, fairness, and speed.

**ATTACHMENT 3:
ELECTION SIGN-IN WORKERS' JOB DESCRIPTION**

Purpose: To sign in voters at GCC elections, ensuring that everyone voting is an eligible voter.

Appointed: By Secretary or Election Coordinator

Reports to: Election Coordinator

Qualifications:

1. Sign-in workers for regular, attending members should be able to recognize by sight most club members and be able to look up names quickly.
2. Sign-in workers for proxies must be able to look up names quickly and write quickly. They need not know club members. This is a good job for new members.

Number Needed:

1. For regular sign-in of attending members: 1 worker for every 2 pages (30 to 35 names) of sign-in sheets.
2. For proxy sign-in of absent members: 1 worker for every 4 pages (60 to 70 names) of sign-in sheets.
3. This is the minimum number. For speedier sign-in, add workers if the number of GCC members is between those given above, instead of giving more pages to the same number of workers.
4. Therefore, for fastest sign-in, the number of counters should be:

Number of sign-in pages	Number of regular sign-in workers	Number of proxy sign-in workers
1 - 2	1	1
3 - 4	2	1
5 - 6	3	2
7 - 8	4	2
9 - 10	5	3
11 - 12	6	3

Duties:

1. Be present for the election meeting at the designated time, normally 5:50 p.m., for instructions and to get ready to work at 6:00. Workers not present when instructions begin will be replaced.
2. Follow the instructions below and any verbal instructions. Do not make exceptions or modify the procedure unless instructed to do so by the Election Coordinator.
3. Refer problems to the Election Coordinator.
4. Try to make the sign-in process quick and pleasant for members.

ELECTION SIGN-IN WORKERS' JOB DESCRIPTION (continued)

Instructions for Regular Sign-in of Attending Members

1. You will be responsible for a sign-in station for an alphabetical group, for example, A through G.
2. Materials:
 - a. At your station will be: 2 pages of sign-in sheets, pens, sets of ballots.
 - b. The proxy sign-in worker beside you will have a binder with membership forms in alphabetical order by last name. Usually, you will not need to use the binder. When you do, you may have to wait while the proxy worker finishes a look-up, because he or she needs the book for every sign-in.
3. A member will approach to sign in, find his or her name on the sign-in sheet, and sign on the line opposite the name.
4. If you know the member, no verification of identity is needed.
5. If you do not know the member, look in the binder of membership forms for the member's form. Verify that the signature on the form matches the one on the sign-in sheet.
6. Give the member a set of ballots: one directors ballot and all officer ballots.
7. If any problems arise, alert the Election Coordinator, who will handle the problem. Possible problems:
 - a. Person is not listed on sign-in sheet.
 - b. There is no membership form.
 - c. The membership form does not have the member's signature.
 - d. The signatures do not match.

Instructions for Proxy Sign-in of Absent Members

1. You will be responsible for a sign-in station for an alphabetical group, for example, A through M.
2. Materials:
 - a. At your station will be: 4 pages of sign-in sheets, pens, sets of ballots.
 - b. You also will have a binder with membership forms in alphabetical order by last name. You will share this with the regular sign-in workers on either side of you. They do not need the book for most of their sign-ins.
3. A person will approach with proxy form(s). Take the form(s).
4. If an attending member presents more than 2 proxies:
 - a. Look up the membership form of the attending member. Proxies are allowed for all individuals in the household over 18 who have signed the form.
 - b. If there are more than 2 proxies from individuals not in the member's household, only 2 can be used. On the others, write "More than 2 proxies" and your initials. Return those proxies to the member.
5. Look up the membership form of the absent member who signed the proxy. Verify that the signature on the form matches the signature on the proxy form. If it is an email (electronic proxy), verify that the email address matches the email address on the membership form.
6. On the sign-in form, on the signature line opposite the absent member's name, write "Proxy," the name of the person bearing the proxy, and your initials.
7. Give the member a set of ballots for each proxy: one directors ballot and all officer ballots.
8. Keep the proxy form.
9. If any problems arise, alert the Election Coordinator, who will handle the problem. Possible problems:
 - a. Absent person is not listed on sign-in sheet.
 - b. There is no membership form.
 - c. The membership form does not have the absent member's signature.
 - d. The signatures do not match, or the email addresses do not match.

**ATTACHMENT 4:
ELECTION COUNTERS' JOB DESCRIPTION**

Purpose: To count GCC ballots – accurately, quickly, and securely.

Appointed: By Secretary or Election Coordinator

Reports to: Election Coordinator

Qualifications:

1. Be able to quickly and accurately handle ballots, observe votes, and mark tallies.
2. Must be considered by all members to be impartial in the elections counted. Because more counters are often needed for the director election than for the officer elections, a current director could be recruited to count only directors ballots.

Number needed:

1. The number of ballots each team counts is the most significant and most controllable element determining how long the election will take.
2. Each counting team must be 3 individuals.
3. For director elections, each counting team should count about 30 to 35 ballots. Assume there will be as many ballots as there are current members.
4. For officers elections, fewer counters are needed.
5. Therefore, for speediest counting, the number of counters should be:

Number of members eligible to vote	Number of counters for directors election	Number of counters for officers election
up to 40	3	3
41 - 80	6	6
81 - 120	9	6
121 - 160	12	9
161 - 200	15	9

Duties:

1. Be present for the election meeting and be available for counting immediately after voting.
2. Follow the instructions below and any verbal instructions. Do not make exceptions or modify the procedure unless instructed to do so by the Election Coordinator.
3. Refer problems to the Election Coordinator.
4. Try to make the voting process as accurate, secure, and fast as possible.

ELECTION COUNTERS' JOB DESCRIPTION (continued)

Instructions

1. After voting, drop your ballot(s) into the collection box or basket and go immediately to the kitchen for counting. Do not bring your ballot or others, unless you have been asked by the Election Coordinator to collect ballots.
2. Stand with the team to which you have been assigned. Listen to the instructions given by the Election Coordinator.
3. The Election Coordinator will divide the ballots among the teams. Each team will tally them like this:
 - a. The set of ballots are stacked beside the first counter. The first counter draws one ballot from the team's stack of ballots, records the votes on his/her tally sheet, and passes that ballot to the second counter.
 - b. The second counter records the votes on his/her tally sheet, and passes the ballot to the third counter.
 - c. The third counter records the votes on his/her tally sheet, and stacks the ballots at the end of the line.

This process continues until all ballots in the team's stack have been tallied by all three counters.
4. Possible problems:
 - a. If a name is written in that was not nominated from the floor, ignore it. Write-ins are not allowed.
 - b. If a ballot is marked for more candidates than allowed, do not tally it. Give it to the Election Coordinator.
 - c. If a ballot has no mark for any candidate, do not tally it. Give it to the Election Coordinator.
 - d. If an officers ballot is for a different office, do not tally it. Give it to the Election Coordinator.
5. Be as accurate as possible while trying to match the speed of your teammates.
6. Please do not talk while any team is still counting.
7. When all your team's ballots are tallied, count your tally marks for each candidate and write the number on your tally sheet in the column labeled "Count."
8. Compare results with the other counters on your team. All tallies should match. If there are any differences, alert the Election Coordinator, who will handle the problem.
9. If there is a problem with one team's results, the Election Coordinator may ask members of another team to recount those ballots.
10. Sign your tally sheet. One member of your team will also be asked to review, confirm, and sign the results sheet.
11. Return to the meeting room until the next count.

ATTACHMENT 5: SIGN-IN SHEET EXAMPLE

<u>Member Name</u>	<u>Signature</u>
Brown, John	_____
Brown, Mary	_____
Clark, Susan	_____
Davis, Edward	_____
Davis, Sally	_____
Davis, Tom	_____
Green, Claire	_____
Hubbard, Eliza	_____
Johnston, Zachary	_____

ATTACHMENT 6: DIRECTORS BALLOT

20__ GCC DIRECTOR ELECTIONS

Do not turn in this ballot until nominations from the floor are closed. Write in the blank spaces the names of any candidates nominated from the floor.

Vote by making a mark (✓ or ✕) opposite the names of the candidates of your choice.

Ballots marked for more than ____ candidates or with no mark for any candidate will not be counted.

CANDIDATES	

ATTACHMENT 7: PRESIDENT BALLOT

20__ GCC OFFICER ELECTIONS
Ballot for President

Do not turn in this ballot until nominations from the floor for President are closed.

Write the name of the candidate of your choice.

ATTACHMENT 8: TALLY SHEET - DIRECTORS

**20__ GCC BOARD ELECTIONS
Tally Sheet - Directors**

CANDIDATE	TALLY	COUNT

Counter's signature: _____

ATTACHMENT 9: TALLY SHEET – OFFICERS

20__ GCC BOARD ELECTIONS
Tally Sheet

President

CANDIDATE	TALLY	COUNT

Vice-President

CANDIDATE	TALLY	COUNT

Secretary

CANDIDATE	TALLY	COUNT

Treasurer

CANDIDATE	TALLY	COUNT

Counter's signature: _____

ATTACHMENT 10: RESULTS SHEET - DIRECTORS

**20__ GCC BOARD ELECTIONS
Results Sheet - Directors**

Candidates	Team 1	Team 2	Team 3	Total	Term

Election Coordinator's signature: _____

Counter's signature: _____

Counter's signature: _____

Counter's signature: _____

ATTACHMENT 11: RESULTS SHEET - OFFICERS

20__ GCC BOARD ELECTIONS
Results Sheet - Officers

President

Candidates	Team 1	Team 2	Team 3	Total

Vice-President

Secretary

Treasurer

Election Coordinator's signature: _____

Counter's signature: _____

Counter's signature: _____

Counter's signature: _____

ATTACHMENT 12: SIGN-IN PROBLEMS

PROBLEM	WHAT TO DO
Member is present	
1. Person is not listed on the sign-in sheet.	1. Check the official membership list to see if the name was left off the sign-in sheet. 2. Check the receipt book to find copy of the receipt for dues paid. 3. If there is no receipt, the person cannot be considered a member and cannot vote.
2. There is no membership form.	1. Can a club member verify the person’s identity? 2. If no one knows the person, ask him or her to provide valid photo ID to verify identify. 3. When identity has been proven, issue ballots. Also, ask the member to complete and sign the membership form. 4. If the person cannot verify identify, he or she cannot vote.
3. The membership form does not have a signature.	
4. Signature on sign-in sheet does not match signature on membership form.	
Proxy is presented	
5. Person is not listed on the sign-in sheet.	1. Check the official membership list to see if the name was left off the sign-in sheet. 2. Check the receipt book to find copy of the receipt for dues paid. 3. If there is no receipt, the person cannot be considered a member and cannot vote.
6. There is no membership form.	The proxy form is invalid and cannot be used. 1. Write on the proxy form beside the signature either “No signature on file” (for problems 5 and 6) or “Does not match signature on file” and your initials. 2. Return form to person who presented it. Do not issue ballots.
7. The membership form does not have a signature.	
8. The signature on the proxy form does not match the signature on the membership form.	
9. A member presents more than 2 proxies.	1. Look at the attending members’ membership form. The member may vote proxies for all individuals in the household over 18, if the individual has signed the membership form. 2. Are there more than 2 proxies from individuals <u>not</u> in the member’s household? Only 2 can be used. On the others, write “More than 2 proxies” and your initials. Return them to the member.
10. After sign-in, it is discovered that a proxy was accepted for a member who is present.	1. Determine who brought the proxy. Ask the person to return a set of ballots. Count to make sure all ballots are returned. 2. Mark through the proxy information on the sign-in sheet. Write “member attended” and your initials.

ATTACHMENT 13: COUNTING PROBLEMS

PROBLEM	WHAT TO DO
1. The total number of ballots is greater than the number of voters signed in.	<ol style="list-style-type: none">1. Recount the number of ballots. In an officer election, determine whether one of the ballots is for the wrong office.2. Recount the number of voters (present + proxies) signed in. <p>If there is still a problem:</p> <ol style="list-style-type: none">3. Tally the ballots as usual. Determine winners, using the number of signed-in voters (present + proxy) to calculate majority. Then:4. Determine whether subtracting the number of extra ballots from any candidate would change who was elected. If yes, the election must be redone. If no, the results stand.
2. One counter has different tallies from the other two.	Use the tally of the two counters who are the same.
3. All 3 counters got different results.	Determine whether any of the 3 tallies would change the results. If so, retally ballots only for candidates where all the tallies are different. A different team should tally the ballots. You do not have to retally candidates where two of the three counters agree.
4. A name was written in that was not nominated from the floor.	Do not tally it. Write-ins are not allowed. ¹
5. A directors ballot is marked for more candidates than allowed.	The entire ballot is set aside and not counted. It should be noted on the Results Sheet as an “overvote.”
6. A ballot has no mark for any candidate.	The ballot is set aside and not counted. It should be noted on the Results Sheet as an “undervote.”
7. An officers ballot is for the wrong office.	The ballot is set aside and not counted. It should be noted on the Results Sheet.

1. Bylaws, Article 4, Section 2, paragraph 1, sentence 7.