

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY 7(B)
BALLOT AND TELLERS COMMITTEE**

- I. The Federation Bylaws Article II, Section 3. a. and b. provide for the appointment of a Ballot and Tellers Committee. Article III, Section 1 e and f give voting instructions. Executive Board Guideline No. 16 "Policy for Convention Committees" and these guidelines provide details.
- II. **Duties & Responsibilities: (Chair)**
- A. Advise that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day or earlier. Those so authorized must submit a voucher (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under other accounts.
 - B. Check with the Convention Host Committee Chair for a meeting room on the morning of the convention and also for the afternoon of the third day of the convention for voting.
 - C. Arrange for six (6) tables to be set up for distribution of the ballots to the Voting Representative of each chapter and to the Delegates-at-Large, (two (2) districts to a table and a table for Delegates-at-Large which will be processed by the Vice Chair). Also need two (2) chairs at each table.
 - D. Request Federation Secretary to provide the following items:
 - 1) Ballots for each chapter and for each Delegate-at-Large
 - 2) Sign-up sheets for each District and for Delegates-at-Large
 - 3) List of chapters, by district, showing number of members and number of votes allowed each chapter in each district
 - E. Chair will conduct a detailed briefing to the convention delegates on voting procedures to be followed, including location of distribution tables for ballots, location of "locked" ballot box, times the polls will be open, how to avoid disqualification of a ballot, and how to mark a ballot to indicate a split of the chapter's vote.
 - F. Arrange for representative of Sergeant-at-Arms Committee to attend to ballot box during voting. When voting is completed, close doors, separate ballots by District, check to ensure that votes cast do not total more than votes entitled to the Chapter or Delegates-at-Large. Count the ballots. Request District Tellers to count ballots for a district other than their own. A re-count should be made with each District Teller counting ballots for a different district from the district first counted
 - G. Ballot and Tellers Chair and Vice Chair will compile figures of counted votes collected from the District Tellers and prepare the report to be made to the General Assembly.

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H. Ballot and Tellers Committee will be responsible for conducting voting by ballot. Under direction of the Federation President or the Convention Host Committee Chair, the Committee will assist the Sergeant-at-Arms Committee in counting standing votes on the Convention floor. Members of the Committee should be present on the Convention floor while the Convention is in session.

III. Duties & Responsibilities: (Members)

- A. Chapter Voting Representatives, Delegates-at-Large, and/or Proxy holders will be given a "Voting Credential" card by the Credentials Committee, which must be shown, to District Teller of the Ballot and Tellers Committee in order to obtain the ballot for the Chapter they are representing. Instruct the Chapter Voting Representative, Delegate-at-Large, or Proxy, to retain their "Voting Credential" in the event of a run off.
- B. District Tellers will record on the ballot: District number, Chapter number, and the "Total Number of Votes" (from the list provided by Federation Secretary) allowed
- C. Chapter Voting Representative, Delegate-at-Large, or Proxy will sign for the ballot. **NOTE: ONLY ONE (1) PERSON FROM EACH CHAPTER OR THE PROXY FOR A CHAPTER WILL PICK UP AND SIGN FOR THE BALLOT.**
- D. Ballots that exceed the authorized number of votes or those with: Roman numerals; written numbers; X marks; check marks; or erasures will be invalidated. An incorrectly marked ballot may be returned to the District Teller for a new ballot, providing it is within the time the polls are open. District Tellers may assist voters only by providing an explanation of how to split votes
- E. Perform other duties as assigned.

END