

**COLORADO STATE COUNCIL**

**TELLER GUIDELINES**

If opposition for election of officers, tellers will be required.

Tellers will be closeted for the tallying of ballots. The President-Elect/Membership Coordinator is the only person allowed to be present or wait outside the Teller’s Room when the votes are being tallied.

1. **Election of Officers:**
2. Tally Instructions:
	* + One teller will read the votes from the ballot.
		+ Two tellers will tally on separate tally sheets.
		+ Verify figures after each group of five ballots have been recorded.
		+ Both tally sheets should agree.
		+ If totals disagree, check calculations for errors or review ballots that have been tallied, until figures do agree.
3. Complete the Result Sheet, advise the President-Elect/Membership Coordinator the election results are valid.
4. Total number of votes for any candidate CANNOT exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This number is determined by the President-Elect/Membership Coordinator from the Treasurer/Disaster Fund Chairman’s records of chapters and councils in good standing who are present.
5. Take Result Sheet to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President-Elect/Membership Coordinator, who will present it to the Colorado State Council (CSC) President.
6. Results of the election are not to be disclosed until the Announcement Party following the Awards Luncheon.
7. The official results of the Election are reported at the Second General Assembly.
8. Tally results of the votes shall be available to members who may seek the count.
9. **State Convention Bids:**
10. If more than one bid is received by the Past President/Awards Chair for a designated year, ballots will also be given to the Tellers to tally.
11. Results will be given to the Past President/Awards Chair.

C. The results will be announced at the Second General Assembly by the Past President/Awards Chair.