**COLORADO STATE COUNCIL**

**TELLERS INSTRUCTIONS**

Tellers will be closeted for the tallying of ballots. The President-Elect is the only person who is allowed to be present when the votes are being tallied; they may elect to wait outside the room.

1. **Election of Officers:**
2. One teller will read the votes from the ballot; two tellers will tally on separate tally sheets. For a quality check, 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. This system is better than finding an error at the end.
3. Complete the Result Sheet, advise the President-Elect if the election results are valid.
4. Total number of votes for any candidate CANNOT exceed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This number is determined by the President-Elect from the Treasurer’s records of chapters and councils in good standing who are present.
5. Take result sheet to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, President-Elect, who will present it to Colorado State Council (CSC) President.
6. Results of the election are not to be disclosed until the Announcement Party following the Awards Luncheon.
7. **Convention Bids:**
8. If more than one bid is received by the Vice-President for State Convention for a designated year, ballots will also be given to the Tellers to tally.
9. Results will be given to the Vice-President.

C. The results will be announced at the Second General Assembly Sunday morning by the Vice-President.