

Guidelines for Tally Chair

1 Execute the tally in an orderly fashion.

- 1.1. Take sufficient time during the vote count to ensure accuracy.
- 1.2. Do NOT open the Outer Return Envelopes until the appropriate step in this procedure.
- 1.3. Do NOT write on any Ballot.
- 1.4. Do NOT verbally state vote counts while Observers are present.
- 1.5. Do not attempt to interpret a vote if markings are unclear.
- 1.6. All Ballots must have a signature. If it is in the wrong place that is acceptable but ballots must be signed and verified against the membership roster. No ballot may be counted if it was sent without a signature, or if the name is not on the membership roster.
- 1.7. This is a secret ballot. No actual ballot may be unfolded and counted until all of them are in one container and totally separated from the envelopes they came in. If a member assembles their envelopes and ballot in such a way contrary to instructions such that a tallier can see how they voted, the vote still counts. The voter just did not get a secret ballot by not following directions.
- 1.8. Distractions are to be minimized during vote counting.
- 1.9. All writing is to be done in Black or Blue ink.
- 1.10. Pencils or erasable ink is NOT allowed.
- 1.11. Count return envelopes
- 1.12. Validate voter authenticity i.e. signature
- 1.13. Separate ballots from envelopes
- 1.14. Count ballots
- 1.15. Tally results
- 1.16. Prepare Official Election Results
- 1.17. Mail all documents to the Club Secretary
- 1.18. Observers may NOT interact with any of the Talliers.
- 1.19. Observers must remain at a sufficient distance so as not to be able to read the name on any envelope, ballot, or vote.
- 1.20. Observers may NOT photograph or record (audio or video) the Tally.
- 1.21. Observers must turn off their cell phones.
- 1.22. Observers who fail or refuse to follow the above conditions will be removed from the place of the tally.
- 1.23. **Prepare Area for Tally: You will need five separate containers: one for return envelopes, one for inner signed envelopes, one for inner blank envelopes, one for the folded ballots, and finally one for voided ballots.**
- 1.24. Mark an area for Return Envelopes. This area will contain the opened outer return and inner ballot envelopes.
- 1.25. Mark an area for "Ballots To Be Counted". This area will contain the individual ballots that have been separated from their return and inner envelopes.
- 1.26. Mark an area for VOIDED Ballots. This area will contain ballots where the validity of the vote is in question.
- 1.27. Set out pens and note paper.
- 1.28. Each individual present must "sign in" using the Sign In Form.

1.29. Remove the contents of the Ballot Mailing.

- 1.29.1. Open the ballot mailing received from the Secretary. This should be an unopened box or large envelope that contains the unopened, individual outside ballot return envelopes and other documents to be used during the Tally.
- 1.29.2. Place the envelopes in the Return Envelope area.
- 1.29.3. Place all other documents on a table.
- 1.29.4. Inventory all documents against the Document Control Form.
 - 1.29.4.1. Verify counts received against the numbers indicated on the form.
 - 1.29.4.2. Outer Return Envelopes
 - 1.29.4.2.1. Verify the envelope count.
 - 1.29.4.2.2. Do **NOT** open the envelopes at this time.
 - 1.29.4.2.3. Inside Envelopes and Ballots will be counted later.
- 1.29.5. The Tally Chair shall initial and date the Document Control Form on the line for each document.
- 1.29.6. Any discrepancies should be noted on the Document Control and Issue Log forms.

1.30. Talliers agree to the Election Tally Procedure

- 1.30.1. Each Tallier shall read this document.
- 1.30.2. Each Tallier shall initial and date as indicated, each page of a copy of this document.
- 1.30.3. Each Tallier shall sign and date a copy of this document.

Initial _____	Date _____
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2. Prepare the Ballots for the Tally

2.1. Each Tallier is given blank Physical Ballot Count Form.

Do the following steps (2.2 – 2.6) for each Outer Return Envelope. Each Tallier must count the number of Inner Ballot Envelopes and agree before continuing to the next Outer Envelope.

2.2. Open the Outer Return Envelope.

2.3. Remove the Inner Ballot Envelope.

2.4. Each Tallier counts the Inner Envelope on the Physical Ballot Count Form.

2.5. Verify the name on the Inner Signed Envelope against the Membership Roster.

- 2.5.1.** The Tally Chair shall mark a single line through the appropriate member name in the Membership Roster for each ballot. The printed name and signature on each inner signed envelope ballot shall match the member's name as listed in the provided Membership Roster.

2.6. Discrepancies

- 2.6.1.** Where the authenticity of the voter can NOT be determined, the ballot shall be considered void.

- 2.6.1.1.** Note the discrepancy in the Exception Log.
 - 2.6.1.2.** Place the Inner Envelope back inside the Outer Envelope.
 - 2.6.1.3.** Place the Outer Envelope in the VOIDED ballot area.

- 2.6.2.** Where a duplicate name is found (previously marked on the Roster),

- 2.6.2.1.** Determine which ballot is valid.
 - 2.6.2.1.1.** Note the discrepancy in the Exception Log.
 - 2.6.2.1.2.** Place the invalid ballot in the VOIDED area as described in 3.5.2.1.
 - 2.6.2.2.** Where it can NOT be determined which ballot is valid,
 - 2.6.2.2.1.** Note the discrepancy in the Exception Log.
 - 2.6.2.2.2.** Place the BOTH ballots in the VOIDED area as described in 3.5.2.1.

2.7. Separate the Ballot From Inner Envelopes

- 2.7.1.** Open the Inner Envelope.
- 2.7.2.** Count the number of Physical Ballots (a household with two or more members could possible use one envelope to return their votes).
- 2.7.3.** Each Tallier counts the Physical Ballot(s) on the Physical Ballot Count Form.
- 2.7.4.** Place the Individual Ballot in the Ballot Area.
- 2.7.5.** Each Tallier verbally states the Ballot and Inner Envelope Count.
- 2.7.6.** Place the Inner Envelope back inside the Outer Envelope.
- 2.7.7.** Place the Outer Envelope in a separate stack in the Envelope Area.

Note:

Step 2.7.2 ensures the privacy of the Vote. Step 2.7.3 ensures that no Ballot is lost during these steps. Steps 2.7.4 and 2.7.5 above ensure that the integrity of the mailing is preserved.

2.8. Compare Envelope and Ballot counts.

- 2.8.1.** If all three Talliers' counts agree,
 - 2.8.1.1.** Note counts in the Document Control Log.
 - 2.8.1.2.** The Tally Chair shall initial and date the Document Control Log.
- 2.8.2.** If there is disagreement in the count, recount the items.

Once all Inner Envelopes and Physical Ballots have been counted continue to Step 3

Initial _____	Date _____
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3. Tally the Ballots

3.1. Purpose

Each Tallyer will separately read each Ballot and record the votes on Tally Sheets using tally marks as shown below.



Tally marks use groups of five (5) for counting. One (1) vertical line is drawn for each item counted. Every 5th item is a diagonal line which crosses the previous four (4) vertical lines. The above example shows counts for 1, 2, 3, 4, and 5.

3.2. Count the Votes

3.2.1. Each Tallyer is given a Tally Sheet.

3.2.2. Each Tallyer shall make a tally mark on the Tally Sheet under the appropriate candidate for each vote as indicated by each ballot.

3.2.3. After all votes have been counted,

3.2.3.1. Each Tallyer shall total the votes for each Candidate in the box next to the Candidate's name.

3.2.3.2. Each Tallyer shall sign and date the Tally Sheet.

3.3. Compare Vote Totals

3.3.1. The Tally Chair shall compare the vote totals on the Tallyers' Tally Sheets.

3.3.2. If discrepancies exist between vote totals on the Tally Sheets, the Tally Chair will determine if a math error was the cause.

3.3.2.1. Math error exists

3.3.2.1.1. The Tally Chair shall make a single line through the incorrect total.

3.3.2.1.2. The Tally Chair shall write the correct total next to it

3.3.2.1.3. The Tally Chair shall write the comment, "Incorrect total, math error" next to the correction.

3.3.2.1.4. The Tally Chair shall initial and date next to the comment.

3.3.2.2. No math error exists

3.3.2.2.1. Each Tallyer shall RECOUNT the votes for the Candidate(s) in question.

3.3.2.2.2. Use separate Tally Sheets for recounts.

3.3.2.2.3. Indicate recount on the Tally Sheets.

3.3.3. If no discrepancies exist between vote totals on the Tally Sheets,

3.3.3.1. The Tally Chair shall transfer the totals from the Tally Sheets to the Tally Sheet Summary.

3.3.3.2. Each Tallyer shall sign and date the Tally Sheet Summary.

Initial _____	Date _____
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4. Prepare the Election Results

Using the Official Election Results Form,

- 4.1. The Tally Chair shall enter the Total Envelopes Received from the Document Control Form.
- 4.2. The Tally Chair shall enter the Total Voided Envelope count and the reason in the space provided.
- 4.3. The Tally Chair shall enter the Total Ballots Received from the Document Control Form.
- 4.4. The Tally Chair shall enter the Total Voided Ballot count and the reason in the space provided.
- 4.5. The Tally Chair shall enter the Total Votes for each candidate from the Tally Sheet Summary.
- 4.6. The Tally Chair shall indicate the winner of each election by marking an "X" through the box next to the candidate's name with the most votes.
 - 4.6.1. For the election of Board of Directors, the four (4) candidates with the most votes will be marked with an "X" through the box next to their names.
 - 4.6.2. For the election of Judge for the National Specialty Regular and Sweepstake classes the results will be "Numbered" in order of most votes to least votes. Regular and Sweepstake judges shall be tallied separately.
- 4.7. The Tally Chair shall enter the Date of Tally.

5. Validate the Election Results

- 5.1. Each Tallier will print their name, sign and date the Official Election Results form.

6. Prepare the Election Results for Mailing

- 6.1. The Tally Chair shall verify the counts of all documents and initial the Document Control Form.
- 6.2. The Tally Chair shall place all of the loose Ballots in an envelope and seal it.
- 6.3. The Tally Chair shall place all of the VOIDED Ballots (if any) and related envelopes in a separate envelope and seal it.
- 6.4. The Tally Chair shall place the opened Return and Inner envelopes in a separate envelope and seal it.
- 6.5. The Tally Chair shall place all remaining documentation in separate envelope (it is not necessary to seal this envelope).
- 6.6. The Tally Chair shall place all the above envelopes (the Election Results) in a larger mailing envelope.

7. Conclude the Tally

- 7.1. The Tally Chair will announce the vote count has concluded and that everyone may leave.
- 7.2. Do NOT discuss the results of the Election.

8. Send the Election Results to the Club Secretary

- 8.1. The Tally Chair shall secure the Election Results in a safe place until it can be sent to the Secretary.
- 8.2. The Tally Chair shall send the Election Results to the Secretary as soon as possible.
- 8.3. The Tally Chair shall use a traceable method to send the Election Results to the Secretary (eg. FedEx, US Registered Mail).

I have read and understand the Election Tally Procedure.

Printed Name

Signature

Date

Initial _____ Date _____

Instructions for the Teller Chair and Tellers

Chair notes:

Date: _____ Time: _____

Names of the committee present: _____

STEP BY STEP:

Chair gives each Teller a folder with documents they will be using.

Chair presents unopened box mailed by the Secretary containing the ballots and opens it in presence of the tellers.

STEP ONE:

Inventory all documents and enter totals on Document Control Form. Signatures are Verified against the Membership Roster.

OUTER ENVELOPES INVENTORY: Chair Opens Box from Secretary and removes the outer envelopes addressed to the Secretary containing the ballots. Do not open the envelopes. This is a count. Each Teller counts them and notes totals in turn.

When totals agree, the Chair enters total on the Document Control Form.

INNER SIGNED Envelopes INVENTORY: Chair Opens the Outer envelopes and removes the Inner Signed Envelopes but does NOT open them. This is an inventory only. Chair sets the outer envelopes aside. These will be returned to the secretary

Each Teller in turn counts the Inner Signed Envelopes and notes totals.

On completion when totals agree, the Chair enters the total on the Document Control Form.

VERIFICATION: The Chair then takes the Inner Signed Envelopes, notes the members printed name and signature and finds that member's name on the membership roster provided by the Secretary. The Chair then draws a single line through that members name on the roster. This verifies that this was a ballot submitted by a member in good standing with their signature.

If any ballot is lacking a signature, that ballot is VOID and should be documented on the Issues Form and set aside by the Chair.

Chair then provides the roster and the signed inner envelopes to the Tellers and asked them to repeat the process to verify accuracy of her actions.

When all are in agreement this step is completed.

Inner Blank Tan Envelopes INVENTORY:

- **CHAIR** takes the signed inner envelopes and opens them to remove the inner blank tan envelopes. The opened signed inner envelopes are set aside to be returned to the Secretary. This is a count only and these tan envelopes are not opened yet.
- Each Teller counts the blank tan inner envelopes and notes the total.
- When all three totals agree, the Chair enters the total on the Document Control Form.
- Chair then provides the roster and the signed inner envelopes to the Tellers and asked them to repeat the process to verify accuracy of their actions.

INDIVIDUAL BALLOT INVENTORY:

- The Chair opens the blank envelopes and sets them aside to return to the secretary. The Chair removes the Individual Folded Ballots from the envelopes taking care they remain folded. This is a count of number of ballots not their contents.
- Each Teller in turn counts the individual ballots taking care they remain folded and notes the total.
- When all three totals agree, the Chair enters the total on the Document Control Form. The folded ballots are placed in a box together.

STEP TWO:

Actual Tally of Votes

- All Three (3) Tellers have their own Tally Sheets. Starting with the Chair, each Teller will separately read each Ballot and record the votes on their own Tally Sheets using tally marks as shown below. The Ballots will then go back in the box together to be mailed to the Secretary.



- Tally marks use groups of five (5) for counting. One (1) vertical line is drawn for each item counted. Every 5th item is a diagonal line which crosses the previous four (4) vertical lines. The above example shows counts for 1, 2, 3, 4, and 5.
- Upon Completion by all the Tellers, the Chair shall compare the vote totals on all Tally Sheets. If no discrepancies exist the Tally Chair shall transfer the total from the Tally Sheets to the Tally Sheet Summary and each Teller shall sign and date the Tally Sheet Summary.

Math Error: IF Vote totals do not agree the Chair shall check each tally sheet for a math error in adding up the tally marks. If it is a math error the Chair shall correct it on that tally sheet by striking out the incorrect total and writing in the correct one and noting it is a correction of a math error.

Count Error: If there is no math error the Chair will **direct a recount** of the votes for the candidate in question. The Tellers will use new Tally Sheets and check the “recount” box in upper right hand corner and follow the same procedure for the initial tally count.

The process is repeated until the counts on all candidates by all Tellers are in agreement. Upon agreement the Chair transfers the totals to the Tally Sheet Summary and all three Tellers sign and date it.

STEP THREE:

1. Prepare Election Results

1.1. Chair shall fill in the Official Election Results Document

- 1.1.1.** Using the Document Control Form, the Tally Chair shall enter the totals for each of the envelopes and the total number of Ballots.
- 1.1.2.** The Tally Chair shall enter any VOIDED Envelopes and the reason in the space provided.
- 1.1.3.** The Tally Chair shall enter the Total Ballots Received from the Document Control Form.
- 1.1.4.** The Tally Chair shall enter the Total Voided Ballot count and the reason in the space provided.
- 1.1.5.** The Tally Chair shall enter the Total Votes for each candidate from the Tally Sheet Summary next to that Candidates name.
- 1.1.6.** The Tally Chair shall indicate the winner of each election by marking an “X” next to the candidate’s name with the most votes.
 - 1.1.6.1.** For the election of Board of Directors, the four (4) candidates with the most votes will be marked with an “X” through the box next to their names.
- 1.2.** The Tally Chair shall enter the Date of Tally.
- 1.3.** All Members of the Teller’s Committee Sign and Date the Election Results Document to validate the Election Results

STEP FOUR:

1 Prepare Documentation for Mailing

- 1.1** *The Chair in the presence of the other committee members shall place all documents separated neatly by type (i.e. all outer envelopes, then all inner envelopes etc.) in sealed envelopes and place them in a large envelope or mailing box, seal it and address it to the IHCUS Secretary:*
- 1.2** **This will be mailed on the next business day following the Tally and mailed Certified or the equivalent traceable method. This must arrive no later than 10 days from the date the Chair of the Teller Committee received the box of Ballots from the Secretary.**
- 1.3** **The Chair will announce the Tally is completed and everyone may leave.**

IBIZAN HOUND CLUB OF THE UNITED STATES

Official Election Results

Received: _____

Number

Outer Envelopes

Inner Signed Envelopes

Blank Envelopes

Reason Why:

Note any voided and why:

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Number

Ballots Received

Ballots VOIDED

Note those voided and why:

Total Ballots Talled (i.e. Received minus Ballots Voided): _____

