**The Fairbanks Garden Club Election Procedures**

**Forms required:**

Ballots

* Separate sets of paper ballots for each office up for election
* Candidates are listed in alphabetic order

Tellers Reports

* Separate set of reports for each office up for election
* Teller 2 Report
* Teller 3 Report
* Tellers Committee Report

Election Results

* Lists total votes cast
* Lists all offices up for election and the elected winners

Slate of Officers

* Lists upcoming year's officers as of July 1st
* Lists term ending dates for each office

**Tellers Committee:**

* Three (3) Tellers are appointed by the Board for their accuracy and dependability, and should have the confidence of the membership.
* Tellers may not be on the ballot.
* Teller 1 is the Head Teller and conducts the election proceedings at the Annual Meeting.

**Election Proceedings:**

**1.** Elections are held in the order the offices appear in the yearbook.

**2.** Each office is voted on and ballots collected, one at a time.

* Candidates may have up to 2 minutes each to speak before the ballots are distributed.
* Anyone from the general membership may have up to 2 minutes to speak on behalf of a candidate before the ballots are distributed.
* ***After*** all speeches are complete, the ballots and pens (no pencils) are distributed.
* Members mark their own ballot, fold it, and place it in the ballot box.
* Tellers should cast their ballots at the same time as the general membership.

**3.** After all ballots are collected, the next election may proceed.

* When all elections are complete, the ballots are counted in a separate area.
* A recess may be taken before the counting of the ballots.

**Counting and Recording the Ballots by the Tellers Committee:**

**Teller 2 and Teller 3 Reports**

**1**. Teller 1 removes the ballots from the ballot box, opens each ballot and determines if it is a legitimate ballot, separating them into two piles:

1. **Blank ballots** (set aside and are not counted in total votes cast)
2. **Legitimate ballots** that include:

* Legal ballots
* Abstained votes (considered non-votes, but are included in total votes cast)
* Illegal votes (included in total votes cast)

Illegal votes include ballots with:

* unclear indication which box is checked off
* more than one box checked off, unless required
* a name added that is not eligible for election
* more than one ballot folded together

**2.** Teller 1 counts all legitimate ballots and instructs Tellers 2 and 3 to record the number on their separate Teller Report, on the "Total votes cast" line.

**3.** Using the legitimate ballot pile:

Teller 1 reads aloud one ballot at a time, separating them into piles.

* each candidate
* abstained
* illegal

**4.** Teller 2 repeats the candidate's name, after it is read by Teller 1.

**5.** Tellers 2 and 3 place a tally mark under the candidate's name. When a candidate receives five votes, Teller 2 calls out "tally." Teller 3 confirms the tally. If they do not agree, the count stops to see where the mistake was made.

**6**. When all ballots have been read aloud, the tellers committee totals the votes for each candidate and records the number of votes received by each candidate.

**7.** The abstained and illegal piles are counted and recorded on each Tellers Report.

**8.** The combined number of candidate votes, abstained votes and illegal votes should add up to the "total votes cast." If they do not agree, the committee stops to see where the mistake was made.

**9**. All three tellers sign both Teller Reports.

**Tellers Committee Report:**

**1.** The numbers from each Teller Reports are recorded on the Tellers Committee Report

* Total votes cast
* Abstained votes
* Illegal votes
* Votes received for each candidate

**2**. All three tellers sign the Tellers Committee Report.

**3. *Important***: The tellers are the only ones who know the number of votes each candidate received.

**Election Results Sheet:**

**1.** Lists each office up for election and the candidates running.

**2**. Records the total votes cast for each office, listed on the Tellers Committee Report.

**3**. The word "elected" is written on the line next to the candidate that has the MOST number of votes, (not the majority of votes.)

**4**. All three tellers sign the Election Results Sheet.

**5.** Teller 1 brings the Election Results Sheet to the presiding officer.   
Reading the results, one office at a time, the presiding officer announces the winner and the term of office.

**6.** The presiding officer asks the officer-elect if they accept the position.

**Slate of Officers Sheet:**

**1.** The names of the officers-elect are filled into the Slate of Officers Sheet.

**2.** The Recording Secretary reads aloud the new Slate of Officers to the membership.

**Archiving Election Results:**

**1.** Teller 1 gathers and organizes all election material, including ballots, tellers' forms, election results and slate of officer forms.

**2.** Teller 1 places all election material in a sealed manila envelope, which is labeled as follows:

**FGC Elections** – date of election (year-month day) i.e. 17-0524

**Elected offices** – i.e. Co-President 2017-2019, Corresponding Secretary 2017-2019

**Archive date** – ***To be destroyed after* \_\_\_\_\_\_\_**

This is the date the unopened envelope and its contents are to be destroyed.

Note: the archive date should be the day the furthest office term is complete.

**Signature** – of Teller 1 written over the envelope seal.

**3.** The sealed envelope is archived with other Fairbanks Garden Club information at The Fairbanks House office, 511 East Street, Dedham, MA.