

LWML _____ District Convention
Instructions for Tellers for Ballot Voting

First of all, thank you for agreeing to serve as tellers for this convention.

Your responsibilities as tellers include the following:

1. Plan ahead of time who will cover which sections/rows to distribute and collect paper ballots and assign teams of two or three (preferred) for counting.
2. Get ballots from _____.
3. Distribute ballots to voting members of the assembly.
4. Collect ballots.
5. Secure ballots until they can be counted.
6. Count ballots.
7. Report results to convention body.
8. Destroy ballots following close of convention.

Additional Duties of Tellers Chairman

You will need to coordinate steps 1 to 6 and are responsible for 7 and 8. Other specific duties are noted in the steps below.

Plan ahead on how to cover all sections/rows

This can't be done until you arrive and see the setup, or receive the seating diagram. *Please remember to assign someone to those seated on the stage who also have a vote.*

Get ballots

The person(s) responsible for printing ballots will vary by district.

Distribute ballots

When it is time to distribute ballots, the President will ask all voting members to rise and remain standing until they have received their ballot. If the tables or chairs are close together you will probably have to hand the ballots down from the aisles. Otherwise, hand the ballots directly to those standing.

Collect ballots

Use ballot boxes/baskets/etc. if at all possible. You will pass these down the rows and each delegate will put her ballot into them. This is preferable to handing ballots down to the ends of the rows. Put all ballots into a large box or envelope and seal it shut if ballots can't be counted right away.

Secure ballots

Counting may not occur immediately following voting. Therefore, it is the responsibility of the chairman to keep the ballots safe until the designated time for counting.

Count ballots

Now comes the “fun” part. Each team of three (if possible) will count part of the ballots. The number of teams will depend on the size of the district and the number of voting members. In smaller districts there may be only one team. There should be at least two people counting the ballots together. One member of the team opens a ballot and reads the vote. A second member marks the tally sheet. The third member (if there are enough to do this) watches to be sure the ballot is read properly and the tally mark goes in the right place. Each team continues this (trading places occasionally if you wish) until all ballots are counted. If there is a question about a ballot, see the sheet on “Counting Ballots.” *Remember to verify that there are not more votes than are allowed for nominating committee and mission grants. (See “Counting Ballots”)*

When all ballots have been tallied, add the results from each team (it would be helpful to have at least one calculator with you) and complete three copies of the tellers’ report sheet. Put the ballots and tally sheets back into the box/envelope and retain them until the end of the convention.

Report results

The chairman notifies the President that the report is ready. When called by the President, the chairman goes on stage, gives one copy of her report to the President, one copy to the Recording Secretary, and retains one copy to read from. The chairman reads the results as they are listed on the report. (You do not declare the winner. This is the job of the President.)

That’s it! Your job is done! It will all go smoothly and the rest of the attendees will never realize how much work you had to do!

Thank you again for your willingness to help in this capacity.