

Tellers Committee

PURPOSE:

Under the leadership of the Chairperson, the committee will count and report any and all specific election ballots mailed or otherwise conveyed to the Recording Secretary during a BHCA election period.

COMMITTEE:

The Tellers Committee shall be appointed by the Board of Directors and shall consist of a chairperson and two (2) additional members (*Sectional representation should be adhered to if at all possible*). Such appointments should be named by the Board six (6) weeks prior to the date of the Nationals. The RS will follow-up and try to fill the three (3) positions.

If requested by a candidate and at the discretion of the BHCA Board, one Election Monitor may be allowed per BHCA Section but they shall NOT copy, write or otherwise convey any results or concerns to anyone outside the BHCA Recording Secretary who will (*if needed*) inform the BHCA President.

It is the responsibility of the National Coordinator to locate a room for the Tellers Committee to conduct its count, and to inform the RS who will work with the Teller Com. Chair to provide for the normal needs of the committee. No one shall be allowed into the room except the RS, the Tellers Committee members and any Board-approved election monitors.

1. Recording Secretary receives, from the Corresponding Secretary, an up to date paid membership dues list as of 7:00 AM on the day of the counting of the ballots. The Corresponding Secretary is to mark in RED on the membership list those that have not paid their dues as verified through the Treasurer by the Corresponding Secretary. When electronic balloting is used, the Recording Secretary shall provide a list of confirmed paid members who have requested and been mailed a ballot. There will also be an alphabetical list of those who have returned their ballots, in addition to the results of the electronic balloting.
2. The RS meets with the Tellers committee between 8:00 - 8:30 AM at which time the RS gives the Tellers Chairperson all the unopened envelopes, in alpha order, also the Chair is to be supplied with envelope cutters, markers, rubber bands, tally sheets for those positions/judges on ballot. The RS also provides **one to three (1-3)** boxes or bags to put the ballots in (one box for officers/directors, one for judges, and if needed, bylaws changes). When electronic voting is used, the Tellers Committee may meet at a chosen time agreed to by the committee in order to complete the counting of the ballots. The counting should be completed and certified by the Tellers Committee and returned to the RS at least two hours prior to the beginning of the Annual Business Meeting”.
3. The RS gives the three (3) Tellers the full instructions on how to count the ballots as follows:
 - a) The Tellers Chair and one committee person is to verify each name via the Recording Secretary paid members list, before opening, and check that it was received.
 - b) They then give the ballot(s) (*which should be one color ballot for officers/directors, another color for judges and by-laws*) to be put in the proper box.
 - c) The Tellers count the officers/directors and verify the tally sheets from both Tellers to then balance and each **sign** on the agreed count.

- d) Next, they complete the judge's ballots with the same procedure.
4. The counts for each officer/director, judges and by-laws are given to the RS by the Teller Com. Chair.
5. The RS shares the results with the President only; the RS announces the results at the conclusion of the annual awards banquet. If the RS is not in attendance or on the ballot at the Annual Meeting the President or Tellers Committee Chair may announce the results.
6. The RS shall report within the Annual Meeting Minutes the report of the Tellers Committee and cause such to appear in the next available *Tally-Ho*.
7. All returned envelopes, ballots (*eligible and ineligible*), unopened envelopes, certified online voting results, and tally sheets shall be maintained by the RS for 30-days in case of any challenge.
8. As a matter of record, the RS will notify the BHCA Board at the end of the 30-days that the ballots and envelopes will be destroyed.
9. **TELLERS COMMITTEE REPORT**
 - a) TOTAL NUMBER OF RETURNED BALLOTS FROM MEMBERS (Electronic & Mailed)
 - b) ELIGIBLE BALLOTS FROM MEMBERS IN GOOD STANDING WHO HAD PAID THEIR DUES.
 - c) BALLOTS DISQUALIFIED DUE TO FAILURE TO FOLLOW DIRECTIONS ON THE BALLOT
 - d) NOTICE OF DECEASED MEMBER INCLUDED IN THE BALLOTS
 - e) TOTAL OF DUPLICATE BALLOTS NOT COUNTED
 - f) TOTAL VALID BALLOTS FROM THE MEMBERSHIP
 - g) TOTAL VALID BALLOTS FROM MEMBER CLUBS
 - h) TOTAL VALID BALLOTS THAT WERE COUNTED

OFFICERS/DIRECTORS:

Name(s) & number of votes for any contested officer or director positions.

JUDGES:

REGULAR & NON-REGULAR CLASSES (NAME AND NUMBER OF VOTES)

SWEEPSTAKES (NAME AND NUMBER OF VOTES)

BY-LAWS:

NUMBER OF VOTES FOR EACH BY-LAW CHANGE.

NAMES OF TELLERS COMMITTEE MEMBERS: CHAIR PLUS TWO (2) MEMBERS

Approved by the BHCA Board 1/29/17

Revised November 26, 2019