

# Manual of Instruction

## Section Name: Chairs

### Section Number: 2.11

#### Title: Elections

**Description:** Appointed by the President, the Elections Chair is responsible for facilitating the election of incoming officers

**Structure of Committee:** Elections committee consists of five (5) or more members appointed by the president who will appoint one as the elections committee chair.

#### Duties of the Elections Chair:

##### 1) Ballots

- Prior to Conference, Receive the slate of nominees from the Nominating Committee and prepare the ballots (see TK sample ballot). A president, president-elect, a vice president, a recording secretary and a treasurer shall be elected by ballot at each annual conference.
- Ballots must be numbered.
- If there are nominations from the floor, voting members will add the information to their ballot

##### 2) Poll Watchers

- Contact the Nominees and ask if they would like Poll Watchers; It should be explained that Poll Watchers are optional and probably not necessary. If they want a poll watcher, the nominee provides their name and contact information
- Meet with the Poll Watchers to explain their role
  - There is no campaigning inside or directly outside the Polling Place
  - THEY ARE OBSERVERS: They are not to assist voters with the preparation of ballots, They do not interfere with the Election Committee
  - THEY REMAIN IN THE ROOM WHILE VOTING IS TAKING PLACE AND WHEN THE TELLERS DO THE TALLY
  - They cannot assist with the tally or handle the completed ballots
  - They do not announce the results, that information is confidential until announced by the Election Chair.

##### 3) Credentials

- The Credentials Chair will provide the number of eligible voters to the Elections Chair within two (2) hours of the opening of the polls

##### 4) Election Committee / Tellers

- Prior to elections, meet with the Election Committee to discuss their duties:
- Prepare Ballots. ~~pencils and ballot boxes. The ballot box should have a slit on top so ballots may be inserted.~~
- Ballots are distributed to eligible voters at the conclusion of the scheduled business session.
- Two committee members will be at the door of the polling place (the main meeting room) to collect the ballots as members exit the room. ~~to punch a hole in the name tag~~

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- Other committee members will remain in the polling place to assist voters
- When called upon, prior to Elections, the Elections Chair informs the Conference body of the rules for voting.

### The Elections Chair announcement should contain the following information:

- Names of the Election Committee
- Names of Poll Watchers
- **For Candidate President insert name . Poll Watcher is insert name .**
- For Candidate President Elect insert name , Poll Watcher is insert name
- For Candidate Vice President insert name , Poll Watcher is insert name
- For Candidate Recording Secretary insert name , Poll Watcher is insert name
- For Candidate Treasurer insert name , Poll Watcher is insert name
- Please be aware that the Poll Watchers are there just to observe; there will be no campaigning outside or inside the polling place; no talking to voters, no assisting voters with completion of ballots, no assisting the election committee.
- The time allotted for voting is insert start and finish time
- Location of Polling Place is insert location
- Read what is written on the ballot (Hold up sample ballot)
- Remind the conference body they will receive one ballot – so complete carefully

### Instructions:

- In accordance with the report given as of (time and date), there are (number) who are eligible to vote.
- A ballot will be distributed to you at the conclusion of this business session.
- Voting will take place as you exit the room.
- The Executive committee and Past State Presidents are first in line to vote.
- Complete the ballot, ~~fold the ballot in half, place in the ballot box~~
- NO TALKING
- Leave the room; do not loiter; **a Committee Member will collect your ballot as you exit the room.**

### 5) Election Results

- When allotted time for voting has been reached close the doors. No one else is allowed to vote. Note: the polling time is set by the executive committee.
- Count the ballots and votes by preparing the tally sheets (see TK Worksheets tally)
- Prepare summary sheet and, when asked, give results of the Election (see TK Worksheets – vote summary).
- A copy of the results should be given to the Recording Secretary. A plurality of all votes cast for a given office shall constitute an election.

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- Destroy the ballots after the motion is made and passed. Note: A motion to destroy the ballots comes from the floor. If the motion is overlooked, the chair should make the motion so the destruction of ballots can be completed.

### Financial Implications

If expenses are incurred, reimbursement should be requested from the Treasurer.

### Included in Toolkit

**For more information go to TK2.11:**

Ballot

Election Committee worksheets:

- Vote Tally Worksheet
- Vote Summary Worksheet
- Report to Conference

**Date of Board Approval:**    10/13/12        **Proposed 4/21/18**

**Effective Date:**                10/13/12

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Article XI: Elections, Sections 1,4,5,6