1. Introduction

1.1. Purpose

The purpose of this procedure is to maintain the integrity of the vote to elect Club Board Members and Officers, Constitutional/Bylaw Changes and Election of National Specialty Judges. Privacy of member votes is maintained by separating the Individual Ballot from the Inner Envelope prior to counting Ballots.

1.2. Scope

This procedure is to be followed for the election of Club Board Members and Officers, Constitutional/Bylaw Changes and Election of National Specialty Judges. However, it may be applied in other voting situations where appropriate.

1.3. Roles

Each person who has a role in this procedure must read and understand this procedure. This will be documented by signing and dating this document and filing it with the Historian.

Role	Responsibility
Historian	Receives election results and supporting documentation from the Secretary.
Observer	May watch but not participate in the tallying of votes.
Secretary	- Sends voted ballots and current Membership Roster to Talliers. - Publishes election results. - Sends election results to the Historian.
Tallier	- A minimum of three (3) Talliers are required. - One (1) Tallier should NOT be a member of IHCUS. - May select the Tally Chair from one of the Talliers if none was appointed by the Board. - Verifies voted ballots against current membership roster. - Tallies the results of the election.
Tally Chair	- Presides over the tallying of ballots. - May be one of the Talliers or appointed by the Board. - If one of the Talliers, will still participate as a Tallier. - Ensures results are properly recorded and prepared for sending to the Secretary. - Sends election results to the Secretary.

1.4. Definitions and Acronyms

1.4.1.	Ballot	Paper form listing Positions the names of Candidates
1.4.2.	Board	IHCUS governing body of Officers and Directors
1.4.3.	Candidate	An individual who appears on the Ballot
1.4.4.	IHCUS	Ibizan Hound Club of the United States
1.4.5.	Membership Roster	The list of Club members who are eligible to vote
1.4.6.	Tallier	An individual who records the votes
1.4.7.	Vote	A mark on the Ballot indicating a selected Candidate

Initial _____ Date _____

1.5. Election Documents

1.5.1.	Document Control Form	Used to track transfer of documents
1.5.2.	Membership Roster	Used to verify authenticity of voter
1.5.3.	Tally Sheets	Used to count votes
1.5.4.	Tally Sheet Summary	Used to prepare vote totals to report results
1.5.5.	Official Election Results	Used to report results
1.5.6.	Issue Log	Used to list and track any problems
1.5.7.	Election Tally Procedure	Describes how to tally votes
1.5.8.	Outside Return Envelopes	Contains inner envelopes and individual ballots
1.5.9.	Inside Ballot Envelopes	Contains individual ballots
1.5.10.	Individual Ballots	Official member voting form

1.6. Traceability

1.6.1. The transfer of all Election Documents between Secretary, Talliers, and Historian shall be traceable.
1.6.2. Transfer methods shall minimize risk of loss (e.g.: FedEx, UPS, USPO Registered Mail).
1.6.3. All Election Documents are to be filed with the Historian upon completion of the Election and publishing of the Official Election Results.

1.7. References

1.7.1. IHCUS Constitution and Bylaws
1.7.2. Robert's Rules of Order

1.8. Guidelines

1.8.1. Execute the tally in an orderly fashion.
1.8.2. Take sufficient time during the vote count to ensure accuracy.
1.8.3. Do NOT open the Outer Return Envelopes until the appropriate step in this procedure.
1.8.4. Do NOT write on any Ballot.
1.8.5. Do NOT verbally state vote counts while Observers are present.
1.8.6. Do not attempt to interpret a vote if markings are unclear.
1.8.7. Distractions are to be minimized during vote counting.
1.8.8. All writing is to be done in Black or Blue ink.
1.8.9. Pencils or erasable ink is NOT allowed.

1.9. Procedure Overview

1.9.1. Secure the room
1.9.2. Set-up area to tally votes
1.9.3. Take a roll call
1.9.4. Count return envelopes
1.9.5. Validate voter authenticity
1.9.6. Separate ballots from envelopes
1.9.7. Count ballots
1.9.8. Tally results
1.9.9. Prepare Official Election Results
1.9.10. Mail all documents to the Club Secretary

Initial _____ Date _____

2. Set-up

2.1. Purpose

The purpose of the Set-up is to prepare for an orderly and accurate vote tally.

2.2. Secure the Tally Location

It is important that traffic both into and out of the Tally Location be secured. Once the Tally begins, no other individuals should be allowed to enter the location.

2.2.1. Guidelines
- 2.2.1.1. An individual temporarily leaves the room
  - 2.2.1.1.1. Stop all activity.
  - 2.2.1.1.2. The individual will sign out before leaving the room.
  - 2.2.1.1.3. The individual will sign in upon returning to the room.
  - 2.2.1.1.4. Resume activity.
- 2.2.1.2. An individual permanently leaves the room
  - 2.2.1.2.1. Stop all activity.
  - 2.2.1.2.2. The signs out or the Tally Chair will note their exit.
  - 2.2.1.2.3. Resume activity.
  - 2.2.1.2.4. Once activity resumes, the individual will NOT be allowed to return.
- 2.2.1.3. Turn off cell phones.

2.3. Select the Tally Chair

2.3.1. If no Tally Chair has been appointed by the Board, the Talliers will select one of the Talliers to act as the Tally Chair.
2.3.2. No one else may participate in this selection.

2.4. Explanation of the Role of the Observer

It is important that Observers understand exactly their rights during this procedure. At this point, the Tally Chair shall explain that:

2.4.1. Observers may NOT interact with any of the Talliers.
2.4.2. Observers must remain at a sufficient distance so as not to be able to read the name on any envelope, ballot, or vote.
2.4.3. Observers may NOT photograph or record (audio or video) the Tally.
2.4.4. Observers must turn off their cell phones.
2.4.5. Observers who fail or refuse to follow the above conditions will be removed from the place of the tally.

Initial _____ Date _____

2.5. Prepare Area for Tally

2.5.1. Mark an area for Return Envelopes. This area will contain the opened outer return and inner ballot envelopes.
2.5.2. 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.
2.5.3. Mark an area for VOIDED Ballots. This area will contain ballots where the validity of the vote is in question.
2.5.4. Set out pens and note paper.

2.6. Roll Call

2.6.1. The Tally Chair shall conduct a Roll Call.
2.6.2. Each individual present must "sign in" using the Sign In Form.

2.7. Remove the contents of the Ballot Mailing.

2.7.1. 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.
2.7.2. Place the envelopes in the Return Envelope area.
2.7.3. Place all other documents on a table.

2.7.4. Inventory all documents against the Document Control Form.
2.7.4.1. Verify counts received against the numbers indicated on the form.
2.7.4.2. Outer Return Envelopes
2.7.4.2.1. Verify the envelope count.
2.7.4.2.2. Do NOT open the envelopes at this time.
2.7.4.2.3. Inside Envelopes and Ballots will be counted later.

2.7.5. The Tally Chair shall initial and date the Document Control Form on the line for each document.
2.7.6. Any discrepancies should be noted on the Document Control and Issue Log forms.

2.8. Talliers agree to the Election Tally Procedure

2.8.1. Each Tallier shall read this document.
2.8.2. Each Tallier shall in initial and date as indicated, each page of a copy of this document.
2.8.3. Each Tallier shall sign and date a copy of this document.

Initial _____ Date _____

3. Prepare the Ballots for the Tally

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

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

3.2. Open the Outer Return Envelope.

3.3. Remove the Inner Ballot Envelope.

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

3.5. Verify the name on the Inner Envelope against the Membership Roster.

3.5.1. The Tally Chair shall mark a single line through the appropriate member name in the Membership Roster.

3.5.2. Discrepancies

3.5.2.1. Where the authenticity of the voter can NOT be determined, the ballot shall be considered void.

3.5.2.1.1. Note the discrepancy in the Exception Log.

3.5.2.1.2. Place the Inner Envelope back inside the Outer Envelope.

3.5.2.1.3. Place the Outer Envelope in the VOIDED ballot area.

3.5.2.2. Where a duplicate name is found (previously marked on the Roster),

3.5.2.2.1. Determine which ballot is valid.

3.5.2.2.1.1. Note the discrepancy in the Exception Log.

3.5.2.2.1.2. Place the invalid ballot in the VOIDED area as described in 3.5.2.1.

3.5.2.2.2. Where it can NOT be determined which ballot is valid,

3.5.2.2.2.1. Note the discrepancy in the Exception Log.

3.5.2.2.2.2. Place the BOTH ballots in the VOIDED area as described in 3.5.2.1.

3.6. Separate the Ballot From Inner Envelopes

3.6.1. Open the Inner Envelope.

3.6.2. Count the number of Physical Ballots (a household with two or more members could possible use one envelope to return their votes).

3.6.3. Each Tallier counts the Physical Ballot(s) on the Physical Ballot Count Form.

3.6.4. Place the Individual Ballot in the Ballot Area.

3.6.5. Each Tallier verbally states the Ballot and Inner Envelope Count.

3.6.6. Place the Inner Envelope back inside the Outer Envelope.

3.6.7. Place the Outer Envelope in a separate stack in the Envelope Area.

Note:
Step 2.8.4.2 ensures the privacy of the Vote. Step 2.8.4.3 ensures that no Ballot is lost during these steps. Steps 2.8.4.4 and 2.8.4.5 above ensure that the integrity of the mailing is preserved.

Once all Inner Envelopes and Physical Ballots have been counted, continue to Step 3.7.

3.7. Compare Envelop and Ballot counts.

3.7.1. If all three Talliers' counts agree,

3.7.1.1. Note counts in the Document Control Log.

3.7.1.2. The Tally Chair shall initial and date the Document Control Log.

3.7.2. If there is disagreement in the count, recount the items.

Initial _____ Date _____

4. Tally the Ballots

4.1. Purpose

Each Taller 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.

4.2. Count the Votes

4.2.1. Each Tallier is given a Tally Sheet.
4.2.2. Each Tallier shall make a tally mark on the Tally Sheet under the appropriate candidate for each vote as indicated by each ballot.
4.2.3. After all votes have been counted,
  4.2.3.1. Each Tallier shall total the votes for each Candidate in the box next to the Candidate's name.
  4.2.3.2. Each Tallier shall sign and date the Tally Sheet.

4.3. Compare Vote Totals

4.3.1. The Tally Chair shall compare the vote totals on the Talliers' Tally Sheets.

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

  4.3.2.1. Math error exists
    4.3.2.1.1. The Tally Chair shall make a single line through the incorrect total.
    4.3.2.1.2. The Tally Chair shall write the correct total next to it
    4.3.2.1.3. The Tally Chair shall write the comment, "Incorrect total, math error" next to the correction.
    4.3.2.1.4. The Tally Chair shall initial and date next to the comment.

  4.3.2.2. No math error exists
    4.3.2.2.1. Each Tallier shall RECOUNT the votes for the Candidate(s) in question.
    4.3.2.2.2. Use separate Tally Sheets for recounts.
    4.3.2.2.3. Indicate recount on the Tally Sheets.

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

  4.3.3.1. The Tally Chair shall transfer the totals from the Tally Sheets to the Tally Sheet Summary.
  4.3.3.2. Each Tallier shall sign and date the Tally Sheet Summary.

Initial _____ Date _____

5. Prepare the Election Results

Using the Official Election Results Form,

5.1. The Tally Chair shall enter the Total Envelopes Received from the Document Control Form.
5.2. The Tally Chair shall enter the Total Voided Envelope count and the reason in the space provided.
5.3. The Tally Chair shall enter the Total Ballots Received from the Document Control Form.
5.4. The Tally Chair shall enter the Total Voided Ballot count and the reason in the space provided.
5.5. The Tally Chair shall enter the Total Votes for each candidate from the Tally Sheet Summary.
5.6. The Tally Chair shall indicate the winner of each election by the following methods
  5.6.1. 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.
  5.6.2. 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.
5.7. The Tally Chair shall enter the Date of Tally.

6. Validate the Election Results

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

7. Prepare the Election Results for Mailing

7.1. The Tally Chair shall verify the counts of all documents and initial the Document Control Form.
7.2. The Tally Chair shall place all of the loose Ballots in an envelope and seal it.
7.3. The Tally Chair shall place all of the VOIDED Ballots (if any) and related envelopes in a separate envelope and seal it.
7.4. The Tally Chair shall place the opened Return and Inner envelopes in a separate envelope and seal it.
7.5. The Tally Chair shall place all remaining documentation in separate envelope (it is not necessary to seal this envelope).
7.6. The Tally Chair shall place all the above envelopes (the Election Results) in a larger mailing envelope.

8. Conclude the Tally

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

9. Send the Election Results to the Club Secretary

9.1. The Tally Chair shall secure the Election Results in a safe place until it can be sent to the Secretary.
9.2. The Tally Chair shall send the Election Results to the Secretary as soon as possible.
9.3. 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