

Zonta International District 11 Conference  
Teller's information and procedures

**Excerpt ~ Zonta District Manual January 2008**

**Section 4 – District Conference ~ Tellers Committee pages 66 & 67**

Tellers Committee (if an election is held at the conference)

- obtains the official list of nominees for district office from the nominating committee chairman
- obtains a ballot box for voting
- prepares ballots
- if area directors/vice area directors are elected at the conference,
  - it is a good idea to prepare different colored ballots for each area in the district to facilitate voting for area director and vice area director
  - ballots for the voting district officers should also be on a different colored paper because they do not vote for area directors or vice area directors
  - if candidates are nominated from the floor, their names must be added to the ballots before voting begins
- arranges for a separate voting room to ensure that voting remains confidential
- conducts voting in cooperation with the credentials committee
  - credentials committee verifies each delegate's credentials
  - tellers committee gives each voter the appropriate ballot upon entering the room
  - tellers committee observes as voters place their ballots in the ballot box
- counts the votes and records them on a tally sheet (a sample election tally sheet is in this Section)
- reports voting results, including the number of ballots cast for each candidate, to the district conference when the governor calls for the report. Presents the governor a written, signed, and dated copy of the report
- when more than two candidates are nominated for an office requiring a majority vote for election, the tellers committee should be prepared to administer a run-off election in the event one candidate does not receive a majority. It is advisable to have extra ballots available
- counts the votes /yes/no/abstain concerning motions and resolutions \*\*

**Excerpt ~ Zonta International Bylaws 2006**

**Article XIII Section 14 – Elections page 32**

Election shall be by ballot and a majority vote of the conference voting members and proxies shall elect district officers. In the event that no candidate receives a majority of the votes cast for any office, only the two (2) candidates receiving the largest number of votes shall remain on the second ballot. The district Nominating Committee shall be elected by plurality vote.

\*\* Abstaining votes are only relevant for motions and resolutions during the District Conference and not considered when counting election ballots.

## **Operating procedures ~ District Board and Nominating Committee**

In an election year, a separate facility will be secured by the hotel coordinator for the voting process. If there are any special requests to be made, they need to be handled and procured at least two weeks prior to the conference.

The Teller committee will be working very closely with the credentials committee to determine the qualified attendees to vote. Your committee needs this information to determine that you have sufficient ballots for each voting group. It is recommended that the credential committee gives you an updated list of Board Members and Delegates eligible to vote.

The credentials committee members will be either inside or outside the room in order to have the Board and Delegates sign the official attendance sheet to be qualified to vote. Only authorized individuals are permitted access to this room during the voting and tallying process.

The forms available for this process are: *(samples are attached to this procedure)*

- Master control sheet for # of ballots to be printed (Word)
  - This form is to identify the number of clubs in an area, determine the color of each ballot, and determine the number of ballots that will need to be printed for Saturday voting.
  
- Ballot master (Word) can be printed on colored paper Friday after the presentation of the candidates just in case there is a floor nomination. If the ballots are printed earlier, and there is a floor nomination the individuals name must be written in on the appropriate ballots before voting can commence.
  - All voting Board members and Delegates will vote for the Governor, Lt. Governor, Treasurer, and Nominating Committee.
  - The Delegates will additionally vote for the Area Director and Vice Area Director in their designated area. Verify which area the Delegate is voting for, to make sure that the correct ballot is given to that Delegate.
  
- Teller's Count Sheet Per Position (Word) used for Governor, Lieutenant Governor, Treasurer, Area Directors and Vice Area Directors
  - This form has been designed to assist in counting the ballots for each candidate by position.
  - The first two lines are for the position, the number of candidates running for that position. The total # of votes cast will be calculated after all of the votes have been counted. If there is no count on a ballot for a candidate you will ignore it in your final count for the total # of votes cast. The number needed to win is 51% of the total number of votes cast.
  - Each candidate has their own box with a place for the name of the candidate, total number of votes received and a box to tally the number of votes received for this person.
  - In the event an individual ballot casts too many votes for a position (e.g., the ballot instructions stipulate voting for three individuals for a specific position and the completed ballot reflect votes for four individuals), that particular position will not be counted. This does not invalidate the rest of the ballot only the position improperly voted upon.

- Teller's Count Sheet for Nominating Committee (Word)
  - This form has been designed to assist in counting the ballots for each candidate by position.
  - The first two lines are for the position, the number of candidates running for that position. The total # of votes cast will be calculated after all of the votes have been counted. If there is no count on a ballot for a candidate you will ignore it in your final count for the total # of votes cast.
  - Each candidate has their own box with a place for the name of the candidate, total number of votes received and a box to tally the number of votes received for this person.
  - In the event an individual ballot casts too many votes for a position (e.g., the ballot instructions stipulate voting for three individuals for a specific position and the completed ballot reflect votes for four individuals), that particular position will not be counted. This does not invalidate the rest of the ballot only the position improperly voted upon.
  
- Teller's Written Report (Word) [*The Teller's Report document is used for both procedures*]
  - This report is the official report that will be used to announce the winning candidates for each position.
  - The information that needs to be entered on the Teller's Report is based upon the counts from the ballots cast. To the right of the candidates name enter the following:
    - Total number of Votes Cast for each position.
    - Votes needed to Win (all except nominating committee)
    - Votes Received.
    - For the District Officers and Board members make a check mark in the box for the winner of that position.
    - For the Nominating Committee, in the Ranking Order box enter a number 1, 2, or 3 for the top three candidates.
  
- Teller's Presentation Report (Word) [*The Teller's Report document is used for both procedures*]
  - All information except for the winners will be presented to the District Conference attendees when requested by the Governor.
  - Announce the following information and results only. (The Governor will reread this information and announce the winner):
    - For each District Office and Board Members position.
      - Present the Position.
      - Name of the candidate.
      - Total number of votes cast.
      - Votes needed to win.
      - Votes received.
      - Continue procedure for each candidate for that position.
      - **DO NOT** report the Winner
    - For the Nominating Committee position.
      - Present the Position.
      - State the total number of votes cast.
      - Name of the candidates in alphabetic order.

- Votes received.
- **DO NOT** report the Ranking Order
- Upon completing the above presentation, present the signed and dated copy to the Governor for a second presentation, announcing of the winners, and archiving.
- If the Teller Committee Chair decides that the forms can and should be printed on Friday after the presentation of the candidates and floor nominations has closed a control sheet is available to assist in this process. Printing schedule of forms on Friday (Word)

## **Operating procedures ~ Motions and Resolutions**

During the credentials registration process each voting Board member and Delegate is given a ribbon to identify their position and a set of one green and one red voting card. A Delegate could have received more than one green and one red voting card in the event that they are carrying a proxy for another club. A Delegate may only carry proxies for up to two clubs.

The voting Board members and Delegates are seated in a designated section during all business meetings. There may be voting Board members at the dais on stage during the business meetings and their votes must also be counted.

Not all conferences have motions and resolutions to be voted upon. If there are any then the Teller Committee members are stationed in the meeting room during the business sessions to count the votes. The green and red cards are only required to be counted if it is not obvious that there is a majority of green cards raised during the vote.

There are standard votes being taken during each conference which generally pass without contest. Some examples of these votes are: to open the District Conference, to accept the Conference Rules, to approve the Budget for the upcoming biennium (only in the odd year), and to close the District Conference. There may be others as necessary during each conference.

The credential committee will be able to tell you the number of voting Board members and Delegates present to vote each day. The Credential Chair will report at the beginning of each business meeting when called upon by the Governor for the report.

**Zonta International District 11 Conference  
Master control sheet for number of Ballots  
to be printed the Friday evening before Saturday voting**

**During the afternoon session on Friday there is a presentation of Candidates for District Board and Nominating Committee for the next biennium. There could be a floor nomination therefore no ballots can be printed until nominations have been closed.**

Voting will take place on Saturday: \_\_\_\_\_

Time/Location: \_\_\_\_\_

1. Who will be voting?
  - a. The nine (9) members of the District 11 Board (Secretary is appointed & the Parliamentarian serves at the discretion of the Governor).
  - b. All registered Delegates.
  
2. What do they vote for on Saturday morning?
  - a. The District 11 Board each receives one ballot to vote for District Officers & Board members and Nominating Committee only.
  - b. Each Delegate receives one ballot vote for District Officers, Area Director, Vice Area Director in their area **only**, and Nominating Committee.
  - c. Each Delegate carrying proxies receives one ballot or each club proxy to vote for District Officers, Area Director, Vice Area Director in their area **only**, and Nominating Committee.
  
3. How many sets of ballots are there? There will be seven (7) sets of ballots printed each on different color paper to identify Board members and each Area being voted for.
  
4. How do we determine the number of ballots to be printed? A sufficient supply of ballots should be printed based upon the number of Board members (9), number of delegates pre-registered, the number of delegates carrying proxies by area, and the number of delegates that did not pre-register but were qualified to vote at conference. A club may have more than one delegate based upon its size. Every club in good standing with ZI and District is allowed one vote per club based upon membership. If the club has more than 40 members then they are allowed two votes per club. In the event that a club has more than 80 members they are allowed three votes. If a club is represented by proxy they are granted only one vote irrelevant of the number of members that the club has.
  
5. Proxy rules. A club may be represented by one proxy at a district conference. No club may be represented by proxy at more than two consecutive conferences. The District Secretary will confirm whether a proxy club has a vote.

Schedule to determine number of ballots to be printed					
Total # of Clubs by Area		Color of ballot	# pre-registered to vote	# added at credentials desk	Total number votes to be cast
	Board members				
	Area 1				
	Area 2				
	Area 3				
	Area 4				
	Area 5				
	Area 6				

Zonta International District 11 Conference ~ [YEAR]

Voting Ballot for **Board Members**

**Vote for only one candidate per position**

<u>Position</u>	<u>Place a check mark for the candidate</u>	<u>Candidate</u>
Governor	_____	_____
*****		
Lieutenant Governor	_____	_____
	_____	_____
	_____	_____
*****		
Treasurer	_____	_____
	_____	_____
	_____	_____
*****		

Nominating Committee **(Vote for only 3)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**[Note: Voting District Board Members do not vote for Area Directors or Vice Area Directors in the District.]**

Zonta International District 11 Conference ~ [YEAR]

Voting Ballot for Area [X]

**Vote for only one candidate per position**

<u>Position</u>	<u>Place a check mark for the candidate</u>	<u>Candidate</u>
Governor	_____	_____
*****		
Lieutenant Governor	_____	_____
	_____	_____
	_____	_____
*****		
Treasurer	_____	_____
	_____	_____
	_____	_____
*****		
Area [X] Director	_____	_____
	_____	_____
	_____	_____
*****		
Vice Area [X] Director	_____	_____
	_____	_____
	_____	_____
*****		

Nominating Committee **(Vote for only 3)**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**[Note: Delegates vote for Board Officers, Nominating Committee and Area Directors and Vice Area Directors in their specific Area only.]**

**Zonta International District 11 Conference  
Teller's Count Sheet per Position**

<b>Position for:</b>				
<b># of candidates:</b>		<b>Total # of votes cast</b>		<i>(51% of # of votes cast)</i> <b># needed to win</b>

<b>Candidate:</b>		<b>Total # of votes received</b>	
Space below is provided for your convenience of recording hash marks. One hash mark for each ballot cast for the candidate.			

<b>Candidate:</b>		<b>Total # of votes received</b>	
Space below is provided for your convenience of recording hash marks. One hash mark for each ballot cast for the candidate.			

<b>Candidate:</b>		<b>Total # of votes received</b>	
Space below is provided for your convenience of recording hash marks. One hash mark for each ballot cast for the candidate.			

**Zonta International District 11 Conference  
Teller's Count Sheet per Position**

<b>Position for:</b>	<b>Nominating Committee ~ page</b>		
<b># of candidates:</b>		<b>Total # of votes cast</b>	

<b>Candidate:</b>		<b>Total # of votes received</b>	
Space below is provided for your convenience of recording hash marks. One hash mark for each ballot cast for the candidate.			

<b>Candidate:</b>		<b>Total # of votes received</b>	
Space below is provided for your convenience of recording hash marks. One hash mark for each ballot cast for the candidate.			

<b>Candidate:</b>		<b>Total # of votes received</b>	
Space below is provided for your convenience of recording hash marks. One hash mark for each ballot cast for the candidate.			

**Teller's forms printing schedule if printed Friday evening**

<u>Completed</u>	<u>Name of form to print</u>	<u># of copies</u>
	Master control sheet for # of ballots to be printed.doc	1
	Teller's Report.doc	2
	Ballot Board Members.doc	
	Ballot Area 1 doc	
	Ballot Area 2 doc	
	Ballot Area 3 doc	
	Ballot Area 4 doc	
	Ballot Area 5 doc	
	Ballot Area 6 doc	

The purpose of waiting is to ensure that floor nominations are printed and do not need to be written in.

**Teller's forms already printed that my require reprints**

<u>Check only if reprinted</u>	<u>Name of form to already printed</u>	<u># of copies printed</u>
	Governor.doc	
	Lt.Governor.doc	
	Treasurer.doc	
	Nomination Committee #1.doc	
	Nomination Committee #2.doc	
	Area 1 Director.doc	
	Area 2 Director.doc	
	Area 3 Director.doc	
	Area 4 Director.doc	
	Area 5 Director.doc	
	Area 6 Director.doc	
	Vice Area 1 Director.doc	
	Vice Area 2 Director.doc	
	Vice Area 3 Director.doc	
	Vice Area 4 Director.doc	
	Vice Area 5 Director.doc	
	Vice Area 6 Director.doc	

These documents only need to be reprinted if there is a floor nomination. Print only those that have changed.

Notes and comments if any:

**Zonta International District 11 Conference**  
**Teller's Report**

Dates of the conference \_\_\_\_\_

Location of the room: \_\_\_\_\_

Teller's report in the conference program is on: \_\_\_\_\_

Office	Candidate	Total # of Votes Cast	Votes Needed to Win (51%)	Votes Received	Winner is (check the box)
Governor					
Lieutenant Governor					
Treasurer					
Area 1 Director					
Vice Area 1 Director					
Area 2 Director					
Vice Area 2 Director					
Area 3 Director					
Vice Area 3 Director					
Area 4 Director					
Vice Area 4 Director					
Area 5 Director					
Vice Area 5 Director					
Area 6 Director					
Vice Area 6 Director					

Nominating Committee	Candidate		Votes Received	Ranking Order
	Total # of Votes Cast			
Winners are by a plurality (Top 3). The candidate receiving the highest number of votes is the Committee Chair				

This is to certify that these are the official results of the Zonta International District 11 conference winners as presented.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name