



Meeting Components

Election - Voting

Meeting Components

Within the course of a meeting, there are a number of components that will come into play. Understanding these components will allow the meeting to proceed smoothly.

Agenda

Every meeting has an agenda, which is a list of points to be discussed at a meeting. An agenda usually is distributed to meeting participants prior to the meeting so they will be aware of the subjects to be discussed and are able to prepare for the meeting accordingly.

An agenda begins with the date, time and location of the meeting, followed by a series of points outlining the order of the meeting.

The order in which business is conducted must correlate with the order it is listed on the agenda. The order of the agenda can be altered, provided proper procedures are followed. The two most common ways to alter the agenda are outlined below:

General Consent – The presiding officer can propose changing the agenda with the voting body’s consent. Using general consent usually is done because of the arrival of a special guest or due to time constraints. To use general consent, the presiding officer could state, “As long as there is no objection, I propose we change the order of the agenda due to _____. I propose we move _____ to the top of the agenda. After _____ we will continue with the agenda as it is written. Is there any objection to changing the order of the agenda?” After pausing, he/she states, “Hearing none, the order will be changed.” If a member does object to the motion, it is debatable and voted on.

Suspend the Rules – A member can change the agenda by making a motion, specifically outlining how he/she proposes to change the agenda. This motion requires a two-thirds vote.

Consent Agenda

A consent agenda, which can be a great time saver, is used to approve routine, non-controversial actions at meetings. If utilized, the consent agenda will need to be distributed prior to the meeting. It would make sense to send it with the meeting notice, agenda and other documents relevant to the meeting. The consent agenda could include items such as:

- Approval of the previous meeting minutes
- Approval of committee reports
- Approval of board actions

Meeting minutes, committee reports, and any other items on the consent agenda requiring review must be enclosed with the meeting notice. For instance, if the tournament committee’s report is listed on the consent agenda, a copy of the report is to be sent with the meeting notice so that



members have the opportunity to review it before the meeting. As a result of providing the written tournament committee report with the meeting notice, the tournament committee chair does not have to give a verbal report at the meeting since all information has already been outlined in the report.

If a motion to approve the consent agenda is adopted at the meeting, all items listed in the consent agenda become approved and discussion on the items does not take place. An individual may make a motion to remove one or more items from the consent agenda because he/she has questions or wants it to be discussed. Sample agendas are below.



SAMPLE AGENDA

Grapevine USBC - Board Meeting Hotel Metro, West Conference Room (Date) (Time)

Call Meeting to Order (3:00 PM)

Approval of Consent Agenda

Tasks

- Joe Bowler to purchase a thank you gift to recognize Mary Smith's service
- Debbie Tenpin to write an article on the tournament for newsletter

Reports

- Financial Report (Sue Johnson) – 5 minutes
- Officer Reports
 - o Association Manager (Sue Johnson) – 3 minutes
- Committee Reports
 - o Youth Committee (Eric James) – 5 minutes
 - o Awards Committee (Cindy Connors) – 5 minutes
- Special Committee Report
 - o Logo Committee (Kyle Jones) – 2 minutes

Unfinished Business

- Hall of Fame Banquet (Bob Times) – 10 minutes

New Business

- BVL Donation (Steve Davis) – 5 minutes
- Purchase of computer software (Steve Davis) – 15 minutes
- Lane certification at Galaxy Bowl (Kyle Jones) – 10 minutes

Adjourn (4:00 PM)



SAMPLE CONSENT AGENDA

Grapevine USBC - Board Meeting (Date)

Consent Agenda

To be approved at (Date) board meeting:

All items under this consent agenda will be heard collectively unless opposition is presented, in which case the contested item will be considered, discussed, and appropriate action taken separately.

- Approval of the Feb. 3 board meeting minutes
- Approval of Public Relations Committee report from March (enclosed)
- Approval of the president's appointment of John Bowler to the Audit Committee
- Approving Association Manager to sign paperwork to renew general liability insurance
- Approving reimbursing Association Manager \$25 for purchase of office supplies
- Approving Annual Meeting date of (Date)



Quorum

A quorum is the minimum number of eligible voters that must be at the meeting to conduct business.

USBC requires that a specific number be adopted in the association's bylaws, not a percentage. If a quorum is not present, the presiding officer may dismiss the group or the group may proceed informally, understanding that any discussions needing a decision must be approved at the next meeting.

Additionally, at merged association membership/youth representative meetings or delegate meetings, there is a quorum for adult members/delegates and a quorum for youth representatives/youth delegates. To conduct business at the association meeting, a quorum of adult members or delegates must be present. To conduct business regarding youth related matters a quorum of youth representatives or youth delegates must be established.

NOTE: The quorum should be as large a number of members as can reasonably be depended on to be present at the meeting.

The presiding officer determines if a quorum is present when roll call is taken. Please note, if members leave during a meeting and a quorum is no longer present, the association may not conduct business. In essence, a quorum needs to be present (in the room) for business to be transacted.

Assuming the presiding officer (or other member), notices a quorum is no longer present; he/she has the responsibility to notify the meeting participants.

Minutes

Meeting minutes are a written record of facts of the meeting; the official and legal accounting of what was accomplished. Minutes are not taken verbatim, only actions are recorded. Below is a list of items that should and should not be included in the minutes.

Include:

- Name of the association and the type of meeting.
- Date, time, and place of the meeting.
- Establishment of a quorum.
- Approval/changes to the previous minutes.
- Tasks that are assigned.
- Exact wording of a motion, including:
 - Whether it passed or failed.
 - Name of the proposer.
 - Vote count.
- Election results, including vote count.
- Notice that was given (i.e., resignation, proposed amendment).
- Points of order or appeals.
- Name of committees and reporting member (attach report to the minutes).



Do not include:

- Opinion or interpretation.
- Discussion – what was said.
- Judgmental phrases (i.e. – “passionate discussion” or “good suggestion”).
- Name of person seconding motion.
- Reports in detail.

Often times when minutes are presented to the membership from the previous year’s meeting, members do not recall what business transpired. As a result, it’s difficult to determine if the minutes are accurate.

To avoid this situation and ensure the membership meeting minutes are reviewed in a timely manner, the president may consider appointing a minutes approval committee. The minutes approval committee’s task is to approve the membership meeting minutes, shortly after they have been written by the association manager. If approved by the committee, the minutes do not have to be approved by the members at the next membership meeting (*Robert’s Rules of Order, Newly Advised, 10th Edition, 457*).

NOTE: Business conducted at board meetings often contains confidential information. For this reason, if board minutes are requested by a member, only portions of the meeting minutes deemed non-confidential can be released. The release of any portion of board minutes requires board approval.



SAMPLE OF MINUTES FORMAT

High Crest USBC – Board of Directors Meeting
May 4, 20__ / 7:00pm – 8:00pm
Happy Lanes, Conference Room #2

With due notice having been given in accordance with the High Crest USBC bylaws and a quorum being present, President Smith called the meeting to order at 7 p.m. Association Manager Jones called the roll.

PRESENT:

Officers: Smith, Jones, Hightower, Ames (Assn Manager)
Directors: Davis, Sims, Morgan, Erickson, Day, Billings
Excused: Director O'Brien

OTHERS IN ATTENDANCE:

James Rhyme - Proprietor, Happy Lanes

CONSENT AGENDA: Approved.

A motion by Director Billings to Suspend the Rules, to move James Rhyme's report to above reports on the agenda, was approved.

James Rhyme shared with the board his wish for better communication with members and in particular for the association's assistance in having association representatives visit the certified leagues. Mr. Rhyme's request will be forwarded to the Membership Committee for action.

FINANCIAL REPORT: The financial report was presented by Association Manager Ames and revealed the association general fund is \$250 over budget for the period. The financial report will be filed for audit.

OFFICERS' REPORTS:

President Smith reported:

- * Legislative and rules changes made at the USBC Convention
- * New member/board orientation took place July 15, 2008. All newly elected board members were there

Association Manager Ames reported:

- * Copy enclosed with meeting notice

(NOTE: The Association Manager's report to the board, delegates and members should include any complaints that have been filed against any officers, directors or members; a report of the association's financial standing and any important updates/newsworthy events.)

NEW BUSINESS: Motion by Director Day to donate \$500 in scholarship funds to the Youth Championship Tournament was approved.

ADJOURN: The meeting adjourned at 8 PM.



Voting

Whether making a motion or conducting elections, the action is going to require a vote. Here is a brief description of each:

Voting on Motions

Majority Vote – Requires more than half of the votes cast, such as when voting to approve an action (e.g., purchasing a computer).

Two-thirds Vote – Requires two-thirds of the votes cast, such as when approving bylaw amendments.

NOTE: To calculate two-thirds vote, multiply the negative vote by two. If the resulting number is less than or equal to the affirmative votes, the motion is carried.

Voting on Elections

Majority Vote – Requires more than half of the votes cast for that person. This form of voting is used when electing the officers. In addition, it is used when electing directors unless plurality vote has been adopted in accordance with the bylaws. If multiple candidates are running for a position, and a majority is not reached, the individual receiving the lowest number of votes is dropped from the ballot and the voting continues until an individual receives a majority of the votes.

Plurality Vote – The person who gets more votes than anyone else is the winner (even if it is not more than half of the votes). This form of voting is used when electing delegates to the USBC and/or state annual meeting(s). In addition, it is used when electing directors if adopted in accordance with the bylaws.

NOTE: To determine when to use a majority or plurality vote, refer to the *USBC Bylaws*.

Who Votes

Merged associations will have two constituencies represented - adults and youth – at annual meetings. As outlined in Article VII of the USBC merged state and local bylaws, the adult members/delegates and youth representatives/youth delegates have some different voting responsibilities. To assist merged associations, look for “Who Votes Local” and “Who Votes – State” documents on the Association page of BOWL.com under Forms and Manuals.

Therefore, to avoid confusion at the meeting, the association may consider distinguishing adult members/ delegates from youth representatives/youth delegates with a badge, name tag, or separate seating section.

NOTE: For information regarding voting by the presiding officer, please reference the Meeting Roles document on the Association page of BOWL.com under Forms and Manuals.

Ways to Vote

There are four main ways to vote. A vote may be taken by:



General Consent. This type of vote is used to approve a motion if there appears to be no opposition. Example: “If there is no objection, the meeting is adjourned.”

Voice Vote. This is used at large meetings on routine matters that are unlikely to cause an argument. The presiding officer says, “All those in favor say ‘Aye.’ All those opposed say ‘No’.” The presiding officer judges the vote by the volume of sound. This method may not be used for elections, except when there is only one candidate.

Hand Vote. If a voice vote cannot be determined, show of hands can be taken. The presiding officer asks for a show of hands for votes on the motion. The votes could be counted by the sergeant-at-arms (if applicable) and/or tellers. The presiding officer announces the result of the vote. A show of hands may not be used for elections.

Ballot Vote. Ballot votes are used for elections and controversial motions, in which secrecy is desired. If a member feels a ballot vote is necessary, he/she can make a motion for a vote by ballot. A motion to use a ballot vote needs a second, is not debatable, and requires a majority vote to be approved.

<p>NOTE: Voting by mail, e-mail, or teleconference is for emergency/urgent issues only, must be allowed by state law and adopted into your bylaws. To determine if state laws provide for mail, e-mail, or teleconference voting, contact your respective Secretary of State. For details on procedures, please reference Chapter 8 of the <i>USBC Association Policy Manual</i>.</p>
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Reports

Reports are used to keep members informed of activities of the board and committees. Depending on the nature of the report, it may or may not include recommendations.

Officer Reports

Officer reports are one of the most common meeting reports. The president’s report is typically done annually, highlighting association accomplishments over the past year as well as future association goals and potential challenges. It can be viewed as a “state of the association” address. This is not to say the president only provides reports to the membership annually. Reports by the president should be provided as necessary.

The association manager is responsible for reporting at every board and membership meeting. Reports should include correspondence received since the last meeting, announcements of newsworthy events, etc.

In addition, the association manager provides a financial report at every meeting. The financial report must be written and include: (1) the balance on hand of all accounts, CDs, etc. at the beginning of the period, (2) the money that came in, (3) the money that went out, and (4) the balance at the end of the period. All assets and liabilities must be disclosed, including salaries.

The financial report is informational - it is not approved or accepted. Instead, after the financial report is issued and discussed, the presiding officer states, “Thank you, the report will be filed for audit.” Ultimately the audit is used to validate the accuracy of the financial report(s).



Committee Reports

Committee reports are also a staple at meetings. If a committee’s report is distributed with the meeting notice, it does not need to be presented verbally at the meeting. On the other hand, if the committee report is not enclosed with the meeting notice, a verbal summary is given in addition to a hard copy being distributed. Regardless of how the committee report is presented, the voting body is asked to accept the report.

For more information regarding committees, including what information to include in committee reports, see the “Committee Information” document on the association page of BOWL.com under Forms and Manuals

Elections

The election process can be complicated at times. This section provides details of the process including the stagger system, eligibility requirements, and teller responsibilities, among other things. Most notably, this section includes step-by-step election instructions, to be used in combination with the Election Flow Chart (sample included), so association elections run more smoothly.

Stagger System

A stagger system, which is required when an association uses two or three-year terms, shows which positions on the board are up for election in any given year. The association’s stagger system is to be approved by the members/youth representatives/delegates and included in Article V, Section D of the association’s bylaws. A system of staggered elections allows for increased stability in the association. To some degree, it ensures knowledge and experience is maintained on the association board.

SAMPLE STAGGER SYSTEM — TWO-YEAR

Odd Years

President
7 Directors

Even Years

Vice President
6 Directors

SAMPLE STAGGER SYSTEM — THREE-YEAR

Year One

President
4 Directors

Year Two

Vice President
4 Directors

Year Three

5 Directors

Eligibility Requirements

Eligibility requirements are the minimum prerequisites a candidate must meet to qualify for an office. Additionally, a candidate to fill a vacancy must meet the same eligibility requirements for the position to be filled.

The association may adopt additional eligibility requirements beyond those already listed in the bylaws. For instance, the association may adopt an eligibility requirement which requires candidates for the office of president to have at least two years experience as a director on a board. Any eligibility requirements must be approved by the members/youth representatives/delegates and added to Article V, Section B of the association’s bylaws.



Non-merged youth associations are a bit unique in regard to eligibility requirements. First, while individuals serving on the board do have to be USBC members, they do not have to be members of the association. Keep in mind that in most cases, a majority of non-merged youth association boards will be comprised of adults (parents, coaches, proprietors) who are unable to become members of a youth association due to age restrictions.

Second, non-merged youth associations do not have a limit on the number of proprietors that can serve on the board simultaneously. (Merged and non-merged adult associations are limited to three proprietors on the board at any given time.)

Nominations

The election process begins with nominations. The nominating committee, if applicable, will gather and review the resumes/qualifications submitted by each individual seeking a board position. Ultimately, the committee, if applicable, or the board will put together a slate, which highlights the candidates the committee/board believes to be the most worthy for each position. Additional information maybe found in the “committee Information” document on the association page of BOWL.com under Forms and Manuals

At the annual meeting, the nominating committee will ideally have printed candidate qualifications to distribute to members as they enter. In addition, immediately preceding the election, the nominating committee will present its report, which consists of the slate, along with candidate qualifications if they were not distributed at the beginning of the meeting. Once the report has been made, the elections would begin. It is the presiding officer that presides over the actual elections, handles nominations from the floor, etc.

Electing the Board

The following steps and flow chart, in this document, are designed for conducting elections using majority vote. However, election by plurality vote follows most of the same steps. If plurality vote is used, the person(s) with the highest number of votes is simply elected. As a result, those steps beyond Step 14 would be unnecessary. A second ballot would only be needed if there would be a tie for the last position to be elected.

Before the Meeting:

Step 1. Ballots are pre-printed by either the nominating committee, if applicable, or association manager. Pre-printed ballots will list the candidates placed on the slate, and have blank spaces in case members are nominated from the floor. A sample pre-printed ballot is included in this document.

It would be advantageous if multiple pre-printed ballots for each position to be elected are printed. The multiple ballots should be colored or numbered differently. The benefit of multiple pre-printed ballots for each position comes into play when a majority vote is not reached on the first ballot, and a second, third, or fourth ballot vote needs to be conducted.



At the Meeting:

Step 2. Distribute the report of candidates, candidate qualifications, and pre-printed ballots as each member eligible to vote enters the meeting room.

During the Election:

Step 3. The presiding officer asks for the nominating committee report, if applicable, or presents the slate of candidates. A sample report is included in this document. The nominating committee chair or presiding officer presents the slate of candidates to the membership. After it is read, the presiding officer resumes leading the meeting as applicable.

Step 4. The presiding officer conducts the election, beginning with the highest ranking office (i.e. – president, then vice president, etc.). The presiding officer of the meeting should say: “For the position of president, Joe Bowler and Nancy Tenpin have been nominated by the committee/board. Are there any nominations from the floor?” (Nominations from the floor must be taken.)

A member can nominate by saying, “I nominate (name).” (No second is required.)

- (a) There are nominations from the floor – Go to Step 5.
- (b) There are no nominations from the floor – Go to Step 10.

Step 5. If a member is nominated from the floor, the nominating committee chair, if applicable, or the presiding chair verifies the member meets the eligibility requirements for the position.

- (a) If Yes – Go to Step 6.
- (b) If No, candidate is not placed on the ballot. Go to Step 8.

Step 6. Instruct members to write the name of the candidate nominated from the floor on a blank area of their ballot. Go to Step 7.

Step 7. If a member meeting the eligibility requirements is nominated from the floor and the nominating committee/board does not have multiple copies of the candidate’s resume/qualifications to distribute, the qualifications are read by the nominating committee/presiding chair or the candidate is allowed the opportunity to present his/her qualifications verbally. Any candidate nominated from the floor:

- Must have submitted his/her qualifications to the nominating committee/board, in writing, twenty-four hours prior to the opening of the annual meeting (State).
- Must submit his/her qualifications to the nominating committee/board in a format specified by the committee/board (Local).

Reading or hearing the qualifications of each candidate allows members to make a well-informed decision. A sample candidate qualifications form is included in this document. Go to Step 8.

Step 8. The presiding officer again says “Are there any further nominations?” and pauses.

- (a) Yes – Go back to Step 6.
- (b) No – Go to Step 10.



Step 9. If no further nominations are made, the presiding officer declares that the nominations are closed.

Step 10. The presiding officer instructs the members to vote for “x” number of candidates. This number will usually be one; however it could be more than one if electing multiple directors or delegates.

NOTE: If only one name is on the ballot, a ballot vote is not required. The individual is elected by acclamation. (Roberts Rules of Order, Newly Revised, page 428.) In this case, go to Step 13.

Step 11. Ballots are collected by tellers and/or sergeant-at-arms.

Step 12. Ballots are counted by tellers.

Step 13. The presiding officer announces the results of election, including the vote count.

- (a) Majority vote received – Candidate is elected.
- (b) Majority vote not received

Step 14. Ballot #2 (or #3, #4, etc.) is distributed and members are instructed to rewrite the name(s) of the candidate(s) that were nominated from the floor on the new ballot.

Step 15. The members are instructed to cross out the name of the individual who received the lowest number of votes on the previous vote. Go to Step 10 to resume the election process.

NOTE: An individual may run for multiple offices. In addition, a board member wanting to run for another position does not have to give up his/her current position

Election of Director

The election of directors follows the same step-by-step process as outlined in the previous section. However, electing directors may be handled slightly different than officer elections.

While officer positions (i.e., president, vice president, etc.) must be elected individually, directors may be elected individually or together on a single ballot. Since the nominating committee's/board's responsibilities include developing the procedures for elections, they will decide which method to use.

One benefit of electing the directors on a single ballot is the potential for more efficient meetings. On the other hand, if each director is elected individually, a meeting could be more time consuming, especially if there are a number of director positions to be filled or the association anticipates a lot of nominations from the floor. Regardless of how directors are elected, a candidate must receive a majority vote to be elected, unless the use of plurality vote has been adopted in accordance with the bylaws.

Assuming the directors will be elected on a single ballot; the nominating committee/board will develop a slate of directors and place the entire director slate on a pre-printed ballot. The pre-printed ballots must also have blank lines on the bottom of the ballot so individuals nominated



from the floor can be added to the ballot. (A sample pre-printed director ballot is included in this document.)

Based on the number of director positions up for election, the voting body is instructed to vote for up to “x” number of directors. Then:

- Assuming majority vote is used... The ballots are collected and counted. Anyone receiving a majority of the votes is elected.

If the number of directors receiving a majority vote is less than the number of director positions to be filled, a second pre-printed ballot is issued. The voting body is instructed to remove/cross-out those individuals on the pre-printed ballot that were elected (received majority vote), as well as the individual receiving the lowest number of votes on the previous ballot.

Depending on how many director positions still need to be filled, the voting body will again be instructed to vote for “x” number of directors.

This procedure is repeated until the appropriate number of directors is elected.

- Assuming plurality vote is used... The ballots are collected and counted. The appropriate number of individuals with the highest number of votes is/are elected.

Electing Delegates

The election of delegates is by plurality vote. Reference “before the meeting” to use the steps and flow chart with plurality vote.

Election of the Youth Committee

The Youth Committee is elected by majority vote, unless plurality vote has been adopted in accordance with the bylaws, by youth delegates/youth representatives and officers and directors holding youth membership. For a detailed explanation regarding the election of the Youth Committee, please refer to Chapter 9 of the *USBC Association Policy Manual*.

Tellers

Tellers are individuals that distribute, collect, and count ballots at meetings, and report the vote back to the presiding officer. They could count hand votes as well. Should the tellers have any questions regarding their assigned responsibilities, they should ask the presiding officer.

Unless there is a tellers committee, the presiding officer will appoint two or more tellers. When selecting tellers, keep the following in mind:

- Tellers should not be candidates for election.
- Tellers should be unbiased. Any person that could be construed as having a conflict of interest should not be considered (i.e., sibling of a candidate in an election).

When counting ballots, tellers do not count blank ballots towards the total number of votes cast. Further, illegal votes are counted towards the total number of votes cast, but are not counted



towards a candidate (election) or choice (motion). Illegal votes include: unreadable ballots, votes for unidentifiable candidates, votes for ineligible candidates and votes for too many candidates.

NOTE: A misspelled name does not make a vote illegal if the meaning of the ballot is clear.

Once ballots are counted, a teller's report is written and given to the presiding officer. The teller's report includes the number of votes needed to win, number of votes cast, as well as the results of the election. Once it is announced by the presiding officer, the teller's report is entered in the minutes, becoming a part of the official records of the organization. A sample teller's report is included in this document.

Destroying Ballots

The association may want to consider adopting a policy in its operation's manual, as applicable, outlining the procedure for destroying ballots. For instance, the policy could state that ballots are destroyed immediately after the meeting, unless a motion is adopted at the meeting to file the ballots for a specified amount of time.

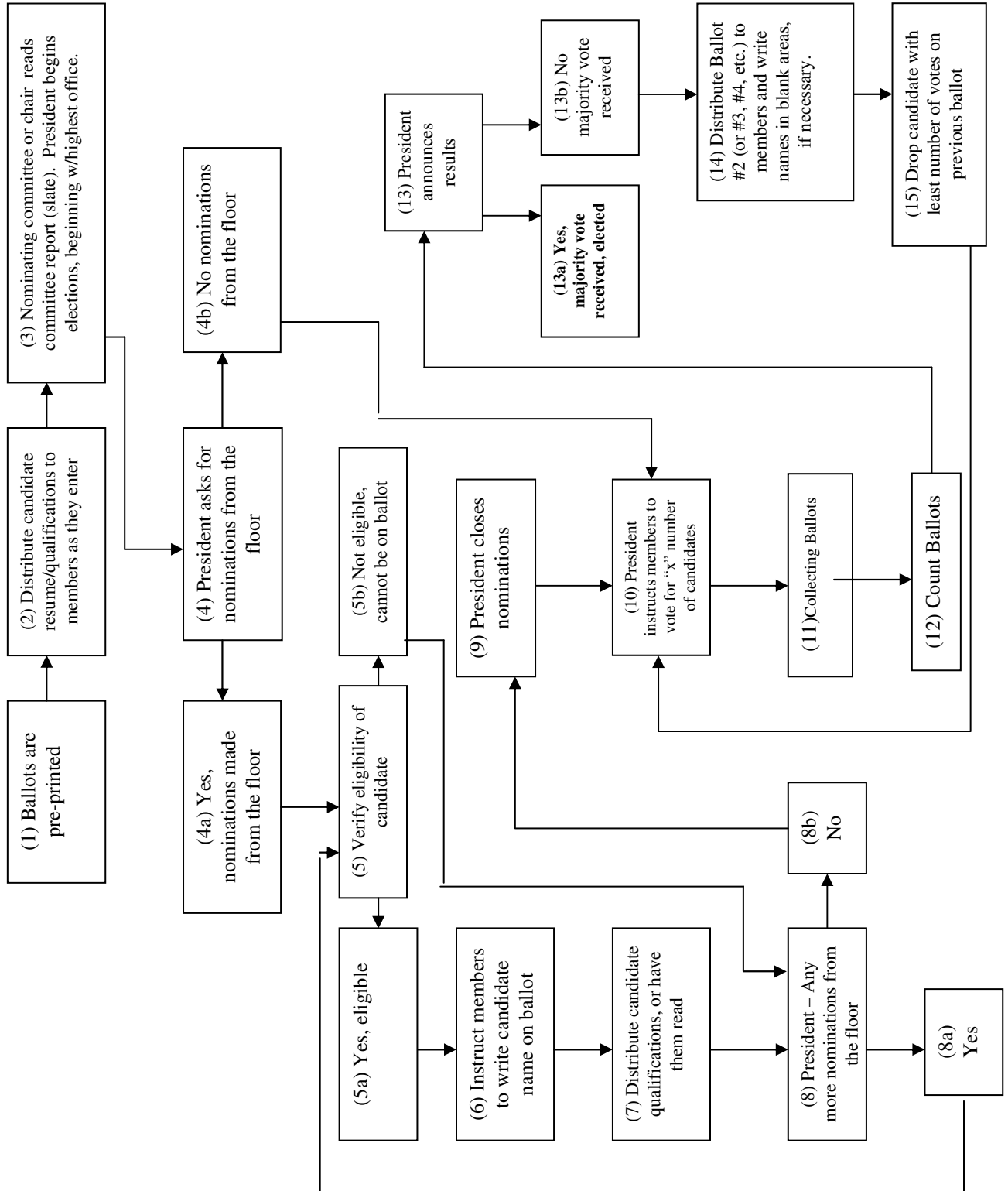
If no policy is adopted, the policy outlined in *Roberts Rules of Order, Newly Revised*, would be used. It indicates that if there is no possibility the voting body may order a recount (which requires a majority vote), the ballots can be ordered to be destroyed or to be filed for a certain length of time with the association manager (such as two weeks) before being destroyed.

Protests

If a member/delegate/youth representative does not believe an election was handled properly, he/she can make a point of order at the meeting. The presiding officer could then make a ruling, but that decision could be challenged. If challenged, the members/delegates/youth representatives would ultimately decide to support the ruling of the presiding officer or the challenge. (For more information, see the Parliamentary Procedure document on the Association page of BOWL.com under Forms and Manuals.) If a point or order is voiced during the meeting and **no action** is taken by the president officer/board, then a protest may be filed, in writing, to USBC Headquarters within 15 days of the meeting.



Election Flow Chart (Using Majority Vote)





Sample Candidate Qualification Sheet

Anywhere USBC Association
Candidate Qualifications for President
(Date)

Candidate: **Matt Strike**

Bowling Experience

League:

Secretary 18 years
President 1 year

Local Association:

BA Vice President 3 years
BA Director 6 years
USBC Director 2 years

Other Bowling Affiliations:

700 Club – Member 12 years
Local Hall of Fame 10 years

Committees Served:

Scholarship – Chair 2
Finance – Chair 10
Awards – Member 8
Tournament – Member 18

What goals do you want to achieve by leading this association? _____

Education level: _____

Current Profession: _____

Skill Sets (Parliamentary procedures, customer service, computer, etc.): _____

Community Relations (Chamber of Commerce, Charities, etc.): _____

Hobbies: _____



Sample Nominating Committee Report Form

Acme USBC Annual Meeting (Date)

Report of the Nominating Committee; if applicable

To the board and members assembled at the Acme USBC Annual Meeting:

We, the Nominating Committee reviewed qualifications and eligibility requirements of each candidate as described in the *USBC Bylaws* and *Association Policy Manual* and make the following recommendations:

President (1): Bob Bowler
Judy Headpin

Directors (6): Brad Lanebed
Andy Gutterball
Denise Spare
Sue Frame
Todd Scoresheet
Linda Turkey
Mike Split
Melanie Foul

Youth Directors (3) Cindy Notap
Bob Rules
Laura Double

State Delegates (4): Pamela Snackbar
Bart Oilpattern
Sarah Strike
Larry Arrow
Chris Triplicate

National Delegate (1): Kelly Rosinbag

Candidate's Qualification Sheets have been distributed to the voting members.

Respectfully submitted,
Chair Kathy Davis
Brett Jones, John Smith
Laura Johnson, Earl Williams



Sample Director Ballot

Ballot #1

Director

Vote for no more than six (6) by placing an X next to the name(s).

- Brad Lanebed
- Andy Gutterball
- Denise Spare
- Sue Frame
- Todd Scoresheet
- Linda Turkey
- Mike Split
- Melanie Foul

€ _____
€ _____

Ballot #2

Director

Vote for no more than ____ by placing an X next to the name(s).

- Brad Lanebed
- Andy Gutterball
- Denise Spare
- Sue Frame
- Todd Scoresheet
- Linda Turkey
- Mike Split
- Melanie Foul

€ _____
€ _____

If Majority vote is used for the election of directors, cut the ballots in half and distribute Ballot #1. Ballot #2 would only be used if 6 candidates did not receive a majority vote on the first ballot.

If this were this case, Ballot #2 would then be distributed and the members should be instructed to re-write the name(s) of the candidate(s) that were nominated from the floor on the second ballot.

Next, the members should be instructed to cross out the names individuals that were elected (received majority vote), as well as the individual receiving the lowest number of votes on the first ballot. Depending on how many director positions still need to be filled, the voting body will be instructed to vote for 'x' number of directors.



Sample Tellers Report

Office to be elected	President
Total number of votes cast	100
Necessary for election	51
Candidate A received	55
Candidate B received	42
Illegal votes (if any)	3

Reason: Voted for ineligible candidate (2)
Voted for too many candidates (1)

Candidates listed in the order of number of votes received, beginning with the highest.
