

TELLERS CHART

Please read the 'Note for the Secretary' page before your Institute's Annual General Meeting takes place.

Notes for the Secretary

Tellers should be appointed at the beginning of the Annual Meeting. They should be formally proposed and seconded. They should have their duties explained and be given this chart in good time.

In no case should a teller be a member of the Institute concerned or be related to a candidate. Members from a neighbouring Institute are often very willing to act as Tellers

Paper is saved and mistakes avoided if ballot papers are printed or duplicated. Voters should be reminded by notes at the top of their ballot papers of:

- (a) the number of members to be elected to the Committee
- (b) that they can vote for any number of candidates up to the number of places on the Committee
- (c) that their voting papers will be spoilt if:
 - more than the required number of the Committee are voted for
 - more than one vote is given to any one name
 - the crosses are so placed that the tellers cannot be sure for which names they are intended
 - if the paper is signed or otherwise marked with anything other than crosses.

The Tellers should be asked to arrive at least 15 minutes before the meeting is due to start, and should be given a copy of these notes to study. The Tellers should also be given the ballot box, ballot papers, pencils for the use of voters, plenty of scrap paper for the election of the President and a big envelope in which to seal up the voting papers after results have been announced.

PREPARATION:

Before the ballot opens Tellers should assure themselves that:

- 1) Where the ballot can take place in a separate room, tables for voters are arranged so that members can vote singly and without being overlooked
- 2) Where no separate room is available, Tellers should see that tables are arranged at one end of the hall or on the platform, preferably behind screens so that secrecy can be observed, but they should be sure that the light is good. In no case should more than one voter be allowed to vote at one table
- 3) The ballot box, ballot papers and pencils, tellers chart and a paper on which to write the result of the ballot should be ready

Please read the following instructions and prepare them for the Tellers by filling in the blanks and deleting the sentences not applicable (at the places marked*) according to the decisions made by your Institute.

Tellers are responsible for the proper conduct of the ballot of which they have charge, for seeing that members votes are recorded in secrecy, and that any information about how the votes are cast- other than what is announced to the meeting- is kept strictly confidential. They should make sure before the Ballot opens that the best possible arrangements have been made for members to be able to mark their papers in a good light and without being overlooked.

DURING THE BALLOT:

Tellers should hand each member a ballot paper and should ensure that:

- 1) No more members enter the ballot room than there is space for at the tables
- 2) Voters do not talk among themselves. Any questions should be addressed to the Tellers
- 3) Any member who spoils her paper (see above) hands the spoilt paper to a Teller in exchange for a new one
- 4) Voters themselves fold their papers and put them in the box
- 5) If any member cannot see to mark her paper herself, she asks a Teller to read the names to her, and tells her for whom to record her votes. It may be necessary for her to wait until everyone else has voted in order that she may record her votes in privacy

NOTE: The number to be elected to the Committee is *..... Members may vote for any number of candidates up to the this total.
The **PRESIDENT** will be elected later in a separate ballot from amongst those who are elected to the Committee.

AFTER THE BALLOT:

After counting the votes the Tellers should examine the papers and discard any spoilt papers. This chart should be used for counting the votes. The result of the ballot should be written on a sheet of paper. It should give the number of ballot papers filled in, the number of spoiled papers, and the names of the successful candidates only, in alphabetical order, without the number of votes gained. By this method, *no one except the Tellers may know the number of votes gained by any candidate.*

IN THE EVENT OF A TIE between two or more candidates for the last place(s) on the Committee, the Tellers draw lots between the tied candidates. Any tie in the election of the Committee can only be decided by drawing lots and the name(s) of the candidate(s) unsuccessful in the draw is/are not disclosed.

The result of the Ballot for the Committee should be handed to the chairman. A list of the newly-elected committee members should, if possible be written on a blackboard for members to see.

To elect the **PRESIDENT**, members write the name of one Committee member on a blank slip of paper which is then handed to a Teller. The name of the person receiving the greatest number of votes is announced and that person becomes President.

The **VICE PRESIDENT** and other Officers are appointed by the Institute Committee.

When all balloting is finished the Tellers should put all used ballot papers in the envelope provided by the Secretary, **SEAL IT**, and it should be kept by the **EXECUTIVE MEMBER** chairing the meeting. Any member may demand a recount of the ballot within thirty days of the Annual Meeting. In such a case the Tellers must be recalled to open the envelope and count the votes again, for which a new chart should be provided. If no recount is demanded, the envelope should be destroyed unopened after thirty days.