

DRAFT

Procedures for the Tellers Committee:

1. The Past President appoints a manager of this committee who selects committee members.
2. Ensure that all members voting in the election have been verified by the Membership Committee as Chapter members in good standing as of March 1.
3. Ballots shall be prepared by the Tellers Committee and submitted to the VP of Communications for posting electronically on the ARMA Houston web page no later than April 1. The ballot shall contain the names of all nominees and blank space for write in candidates for each open position on the Board of Directors.
4. The Tellers Committee shall meet no earlier than May 1 and no later than the second Friday in May. The Tellers Committee will not open any ballots or retrieve any voting results until after April 30. At that time, the envelopes shall be opened, electronic or other voting sources accessed, and the votes tabulated. The candidate for each open position who receives the majority of votes shall be elected to that office.
5. Upon tabulation of the votes, the Tellers Committee shall prepare a Tellers Report and present the election results to the President within twenty-four hours. The original Tellers Report, with signatures of all members of the Tellers Committee, shall be forwarded, via certified mail, to the President within three days of preparation of the report

In addition to the Tellers, here are some of the procedures for the Secretary concerning the election process:

1. The Secretary will only prepare paper ballots for members without a valid e-mail address and mail them to the members no later than April 1. The ballot shall contain the names of all nominees and blank space for write in candidates for each open position on the Board of Directors.
2. The Secretary shall enclose with any mailed ballots a recognizable, prepaid, envelope addressed to the Manager of the Tellers Committee. The ballot shall indicate that, for the ballot to be valid, the envelope must be postmarked no later than April 30. Voting instructions will be clearly printed on the ballot. All voting will be completed between April 1 and April 30, and all votes tabulated by the Tellers Committee.
3. The Secretary will notify the Tellers Committee of the number of ballots mailed, if any.

On the following page you will see the excerpt from the ARMA Houston Chapter bylaws that pertain to the elections with reference to the Tellers Committee.

The Tellers Committee is chaired by the Past President. Members of the Tellers Committee shall be Chapter members in good standing selected by the Past President. The Tellers Committee shall be responsible for managing the election process in accordance with the Tellers Committee Procedures and for ensuring that all members voting in the election have been verified by the Membership Committee as Chapter members in good standing as of March 1. It shall be the responsibility of each member to provide and update his or her personal contact information.

Ballots shall be prepared by the Tellers Committee and submitted to the VP of Communication for posting electronically on the ARMA Houston web page no later than April 1. The committee is to use the most current contact information from the Membership VP to determine chapter members in good standing and eligible to vote. The Secretary will only prepare paper ballots for members without a valid e-mail address and mail them to the members no later than April 1. The ballot shall contain the names of all nominees and blank space for write in candidates for each open position on the Board of Directors.

The Secretary shall enclose with any mailed ballots a recognizable, prepaid, envelope addressed to the Manager of the Tellers Committee. The ballot shall indicate that, for the ballot to be valid, the envelope must be postmarked no later than April 30. Voting instructions will be clearly printed on the ballot. All voting will be completed between April 1 and April 30, and all votes tabulated by the Tellers Committee.

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A tie vote shall be decided by a 2/3 majority vote of the current Board of Directors in a Special Meeting. Upon tabulation of the votes, the Tellers Committee shall prepare a Tellers Report and present the election results to the President within twenty-four hours. The original Tellers Report, with signatures of all members of the Tellers Committee, shall be forwarded, via certified mail, to the President within three days of preparation of the report.

At the Annual Chapter Meeting, the Presiding Officer shall declare the election of each officer. Notice of the election of Officers for the following year shall be provided to the membership prior to the June Chapter Membership Meeting, such notice may be made via inclusion in the Chapter newsletter or monthly meeting notice.

The original signed Tellers Report shall be attached to the minutes of the Annual Meeting. All ballots cast in the election are retained for one month after the Annual Meeting and then destroyed and/or deleted.