INSERT YOUR CHURCH NAME HERE

Special Business Meeting — Tellers’ Report # \_\_\_\_\_\_\_\_\_

INSERT DATE HERE

**Important: If the pastoral candidate receives enough votes for election, a board member should take the results to the candidate and see if they accept the election.**

**The decision needs to be noted at the bottom of the sheet and then given to the chair.**

|  |  |
| --- | --- |
| Total number of votes cast (from total on chart below) |  |
| Percentage of votes necessary to elect according to bylaws | Insert % needed:  % |
| Number of votes necessary for election  **If Majority:** Multiply total votes cast by **.5** and round up for # needed to elect  **If 2/3 Majority:** Multiply total votes cast by **.66** and round up any decimal amount for # needed to elect |  |
| Percentage of votes received  **To figure the percentage:** Take the number of yes votes and divide by the number of the total votes and then move the decimal point two places to the right. For example, if 32 votes were cast and 28 were yes votes, then the candidate received 87.5% | % |

|  |  |  |  |
| --- | --- | --- | --- |
| **NOMINEE** | **# of YES votes cast** | **# of NO votes cast** | **Check if Elected** |
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|  |  |  |  |
|  |  |  |  |
| Illegal votes |  |  |  |
| **TOTAL NUMBER OF VOTES CAST** |  |  |  |

Name of Teller Chair reporting

Signature of person reporting

Name of Recording Secretary

Signature of Recording Secretary

**Candidate accepts an affirmative election:** *(Completed by board member)*

**\_\_\_\_ Yes \_\_\_\_ No - Withdraws \_\_\_\_ Wants more time to decide: # of days \_\_\_\_\_\_**

**PARLIAMENTARY CRITERIA FOR BALLOTS**

**1. How should blank ballots be tabulated when recording the results of a vote?** Blank ballots should be ignored as scrap paper. They are not counted as illegal votes.

*Tellers ignore blank ballots and other ballots that indicate no preference, treating them*

*as abstentions* (*Robert’s Rules of Order Newly Revised, 12th Edition 45:31, p. 394).*

**2. What are illegal votes and how should they be tabulated and handled when recording the results of a vote?** According to *Robert’s Rules of Order*, the following types of votes should be counted as illegal:

*Unintelligible ballots or ballots cast for an unidentifiable or ineligible candidate are treated instead as illegal votes—that is, they are counted as votes cast but are not credited to any candidate or choice. Similarly, a ballot that contains votes for too many candidates for a given office is counted as one illegal vote cast for that office because it is not possible for the tellers to determine which candidate(s) the voter prefers. Technical errors, like the misspelling of a word or name, do not make a vote illegal if the meaning of the ballot is clear. If the meaning of one or more ballots is doubtful, they can be treated as illegal if it is impossible for them to affect the result; but if they may affect the result, the tellers report them to the chair who immediately submits to the assembly the question of how these ballots should be recorded. When reporting doubtful ballots, the tellers must be careful whenever possible not to show how the decision would affect any of the candidates (Robert’s Rules of Order Newly Revised, 12th Edition, 45:32-33, p. 394).*

The total number of illegal votes is recorded on the report and taken into account when determining the number of votes cast for computing the results.

*All ballots that indicate a preference—provided they have been cast by persons entitled to vote—are taken into account in determining the number of votes cast for purposes of computing the majority (*Robert’s Rules of Order Newly Revised*, 12th Edition, 45:32, p. 394).*