

SPECIAL FORCES ASSOCIATION

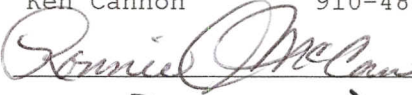
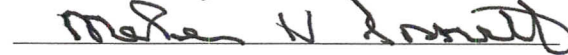
POLICY OR PRECEDENT

SUBJECT:
Teller Committee Guidelines

DATE: 1 January 2009

POLICY NUMBER	ORIGINATING SECTION	ORIGINATOR	PHONE NUMBER
SFA-09	Assistant Treasurer	Ken Cannon	910-485-5433

APPROVED: Ronnie A. McCan, President
Melvin H Smith, Secretary

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1. **PURPOSE:** To establish guidelines for receiving, handling and counting ballots for elections of the National Board of Officers.
 2. **SCOPE:** ARTICLE VI, Officers and Chapter Representatives, Section III. Duties of Association Officers, Paragraph F. Assistant Treasurer. The assistant treasurer is chairman of the Teller Committee and Nominating Committee and selects its members. Article VIII, Election, I. General Election, Section, Paragraph G. Count of Vote and Announcement of Results. The Teller Committee will validate election ballots while protecting the identity of the voters, count and record the vote, and announce the results of the election. A tie vote is resolved by a majority of the Association officers voting for one of the candidates. If an unopposed candidate receives fewer affirmative than negative votes, that office will be declared vacant. The chairman of the Teller Committee will promptly notify the president and all candidates of the total votes cast for the various candidates. He will also make the official announcement of elected candidates during the Inaugural Ball ceremonies at the annual SFA Convention.
 3. **GENERAL:** The following procedures/guidelines for the receiving, handling and counting ballots have been established by the National Board of Officers.
 - a. Procedural Guidelines:
 - (1) The teller committee is a small group of members selected by the Assistant Treasurer (Teller chairman) to count the votes during a meeting called for that purpose.
 - (2) The Teller Chairman will determine the number of members on the Teller Committee. The number will be based the assessment of need to effectively handle the votes received.
 - (3) The members may not include candidates on the ballot or a member of the staff. If the Assistant Treasurer is on the ballot, he will be present during the counting of the ballot but will not participate in the handling or counting of the ballot. A Chief Teller will be appointed to direct the handling of the ballots.
 - (4) The counting of the ballots is open to the membership but only members of the teller committee will be have access to the ballots. The teller chairman will set the parameters for member monitoring to prevent interference by the observers impacting on the committee's ability to perform its responsibilities and protect voter identity.

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(5) The teller committee will make every effort to insure no member eligible to vote who submits a ballot is not disenfranchised while conforming to the SFA Constitution.

b. Ballots will be received by:

(1) U.S. Mail: (ballots must be marked clearly as either Attn: Teller Committee, Ballot or both.) Ballots received by U.S. mail, so marked, will be placed in a locked box (key controlled by the Teller Chairman) unopened. Unmarked envelopes that contain ballots that are opened will not be counted. (an effort will be made to contact the sender to resubmit the opened ballot).

(2) Hand Delivered: ballots will be placed in the locked box designated for ballots by member.

(3) Emailed/Faxed: Deployed members and members overseas may submit ballots by email or fax. Received ballots will be placed in locked box designated for ballots.

c. The teller committee will consist of recorders and tellers.

(1) Recorders are responsible for opening ballots and authenticating a voter's eligibility to vote. This will be done from a master list of eligible voters.

(2) Tellers will be responsible for the tally of the ballots.

d. Tally methodology: Recorders will open all ballots. The recorder will validate the eligibility of the member to vote against a master list and that there are not discrepancies on the ballot (no votes, voting for more than one candidate, etc). He will then pass the ballot to the teller, noting any discrepancies. The teller will check the ballot for discrepancies and then record on a teller worksheet how the member voted. The teller worksheets will be signed by the individual tellers and recorders.

e. Process for verifying the ballots:

(1) Ballots may be sorted by last name in groups defined by the committee (ie A-L and M-Z) to organize handling of ballots.

(2) The Master List will be provided based on the sort criteria defined by the Teller Chairman; the recorder will open the ballots and verify eligibility.

(a) If eligible to vote (legal) the recorder will initial the ballot, (bottom left corner and pass the ballot to the teller.

(b) If ineligible (not on the list) the ballot will be set aside.

(3) Blank ballots (no vote is cast for any office) will be set aside and not counted in the total number of votes cast. Blank ballots are not counted.

f. If a member cast a vote for any candidate, the ballot is not blank. The teller will count only for those offices which the member has indicated a

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selection. If no vote is cast for a individual office it is the same as not voting for that office.

g. Ballots that have more than one candidate selected for any office are illegal and will be set aside in a separate pile.

h. Only dues paying members whose dues are current for the year of the elections. This includes Decade, General, and Associate members.

i. Ballots are void if:

- (1) Ballot does not include member's printed name or is unsigned.
- (2) Member number is not on ballot.
- (3) Member is ineligible to vote as shown on the master list.
- (4) Ballot is blank, no vote was cast for any office.
- (5) Ballots that have more than one candidate selected for any office.
- (6) Ballots received by General Mail that were opened because they were not marked Ballot or Teller Committee.

j. Tellers will receive legal ballots from the recorders and tally the votes on their tally sheets. Tally sheets will be available for the tellers to help tally the votes.

k. Final tally.

(1) At the conclusion of the opening, validating and counting of the ballots, the teller chairman will direct the Chief Teller and one additional teller to consolidate the individual tally worksheets that will be used to determine the results of the election balloting.

(2) After a through re-check of the consolidated tally sheet, the consolidate tally will be signed by the Chief Teller and teller conducting the consolidation and pass the results to the Assistant Treasurer.

(3) The Assistant Treasurer will notify the President, and Board of the results of the election. He will in accordance with Article VIII, Section I., Paragraph G, then notify each candidate of the results for the office which they were a candidate.

(4) In accordance with Article VIII, Section I., Paragraph G, the Assistant Treasurer will make the official announcement of elected candidates during the Inaugural Ball (now refer to as the Banquet) at the annual SFA Convention.

(5) In accordance with the SFA Constitution, the Assistant Treasurer is the only individual authorized to announce the outcome of the National Elections.

l. Storage of ballots: All ballots will be retained and stored under lock and key for legitimate challenges, re-counts, etc. until the new Board of Officers have been sworn in.