

*Creating Change for  
the Betterment of All*

ELECTION MANUAL FOR  
REGIONAL CONVENTIONS



# WELCOME

The following Regional Convention election procedures are designed to guide all involved parties in handling the election in the simplest and fairest manner. These procedures draw authority from and are subordinate to Sertoma Governing Documents and the most recent edition of Roberts Rules of Order.

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# ELECTION STAFFING —

## ROLES & RESPONSIBILITIES

### ELECTION COMMITTEE

- The Election Committee has sole authority to interpret the governing documents as applicable to the election process (Sertoma Policy).
- The Presiding Officer of the Convention, with the input of the Parliamentarian, has final authority on disputes and questions arising from the election process. (Roberts Rules of Order)
- The Committee has general charge of the election process and is composed of the Chair and three to five members. All must be members in good standing of clubs in good standing.
- The Chair is appointed by the Director elected by the Region
- The Chair recruits the members of the committee. The goal should be that one District does not have more than one member on the committee.

### ELECTIONS COMMITTEE CHAIR

1. Recruits needed committee and Election Poll Workers.
2. General supervision of the work of the committee, Election Poll Workers and Sergeant-at Arms
3. Appoints from the members of the committee a Vice Chair
4. Chairs planning session for committee and training session for other volunteers prior to the day of voting
5. Plans the physical layout of the voting and counting area
6. Plans with sergeant-at-arms proper control of access to the voting area. The Elections Committee members police inside the voting area.
7. Prior to the election, obtains and secures ballots and voting materials **(See APPENDIX B)**
8. Coordinates with Credential Chair to establish accurate voting lists and to determine votes required for either majority or 2/3<sup>rd</sup> majority as required.
9. Explains the voting procedures and distributes a sample ballot (clearly voided) and voting instructions to the Delegate body during a business session prior to the voting time. **(See APPENDIX C)**
10. Assists Vice Chair in dividing up ballots for counting and checking for accuracy.
11. Reviews all questioned ballots for a ruling as to whether portion of ballot is invalid. **(See APPENDIX D)**
12. Oversees poll observers in voting area
13. After conferring with committee members, reviews committee's recommendation with the Presiding Officer and Parliamentarian concerning any disputes and questions. This does not include issues related to the validity of a specific ballot.
14. Submits a report of the results and all ballots, credentials, and elections materials (used and unused) to the Director.

### ELECTIONS COMMITTEE VICE CHAIR

1. Assist the Chair in supervising the committee's work.
2. Responsible for the distribution of blank ballots to Election Poll Workers based on number of Delegates to vote at each voting table
3. Responsible for delivery of all unused ballots to Chair

4. Reviews with Chair all ballots having questionable accuracy
5. Oversees sergeant-at-arms control of all entrances and exits to the voting
6. Responsible for distribution of an approximately equal number the cast ballots to each counting table.

## **ELECTION POLL WORKERS**

In addition to the Committee that is responsible for the organization and supervision of the election process, Election Poll Workers are required to fulfill a number of functions. Recruited by the Chair, Election Poll Workers must be members in good standing of a club in good standing. Every District should be represented in sufficient numbers to assure appropriate staffing of voting tables.

## **SERGEANTS-AT-ARMS**

- The convention's Sergeants-at-arms control access to the voting area (entrance and exit areas only) from the outside.
- Only the Elections Chair and committee members, Election Poll Workers, Credential Committee Chair, poll observers, Voting Members and Club Delegates, certified by the credential committee are allowed access to the voting area.
- The Election Committee Chair will approve any question on individual admittance to the voting area.

## **POLL OBSERVERS**

Each candidate for a contested position is allowed one poll observer to be identified to the Chair prior to the convention. Observers are not to interfere with the election or counting procedure. All questions are to be directed only to the Chair.

- No campaign materials of any kind (buttons, literature, shirts, music, slogans, etc.) are allowed in polling place by anyone in an official capacity, including poll observers.
- Poll observers are to arrive 15 minutes prior to the start of election and stay through conclusion or until excused by the Chair. If they leave, they cannot return.

# VOTING OPERATION

## SET UP

- The voting area shall be similar to the layout shown in **APPENDIX E**, to accommodate the location of entrance and exits doors and the size of the room.
- Set up should allow that each table would have to manage 65 to 75 voters. Not all these tables will be required for counting.

## PROCESS FOR ISSUING AND DEPOSITING BALLOTS

1. Each voting table is manned by Election Poll Workers in three (3) person teams assigned by the Elections Committee. One of the team must be designated as the team leader. When possible, no more than one person from a Region should be on a team.
  - a) Chair provides an advance estimated Club Delegate count based on the early registration so committee can plan accordingly.
  - b) Assignment of teams should be finalized Friday afternoon after the Credentials Chair has the actual count of Club Delegates and voting members. **(See APPENDIX F)**
2. Saturday morning Elections Committee will divide and place the ballots needed by alphabetical order A-F, G-L, M-R, and S-Z for voting members. Two separate tables, with the appropriate number of ballots by club number, will be provided for Club Delegates.
3. Voting Members are provided a ballot by the following process:
  - a) Team member #1 verifies and checks the voter by observing Members name badge. Members list checked to determine the member is registered and in a club in good standing.
  - b) Team member #2 confirms the members standing and marks the voting roster.
  - c) Team member #3 issues the ballot after verifying the previous steps are done correctly, marks the badge of the member to note a ballot was received and then directs the voting Sertoman to the marking table and ballot box.
4. Club Delegates are provided a ballot by the following process:
  - a) Team member #1 verifies and checks the voter by observing Members ribbon and name badge. Member is checked against Delegate list as provided by the Credentials Committee.
  - b) Team member #2 confirms the Delegate status, and marks the voting roster.
  - c) Team member #3 issues the ballot after verifying the previous steps are done correctly, marks the badge of the member to note a ballot was received and then directs the Delegate to the marking table and ballot box.
5. After marking the ballot in accordance with the voting rules, the Voting Members and Club Delegates deposit the ballots in one of the ballot boxes.

## **CLOSING THE POLLS**

At the announced time for closing the polls, the doors to the area will be locked. No other voting members will be allowed admittance. The voting members in the room will be allowed to continue with the voting process, for a maximum of 10 minutes.

## **VOTING BY MEMBERS SERVING AS ELECTION VOLUNTEERS**

Election committee members, Election Poll Workers, Sergeants-at-Arms, or poll observers will vote prior to the opening of the voting area. The Sergeants-at-Arms will vote first, followed by Election Poll Workers in a table-by-table manner. Committee members and poll observers will then vote to conclude the process.

# COUNTING OPERATION

The counting will take place in the same room as the election process. There should be approximately a ten-minute recess between the deposit of the final vote and the start of counting the ballots. At this time, the room will be cleared of all unauthorized personnel. No one else shall be admitted until the counting process has been completed.

## REVIEW AND DISTRIBUTION OF BALLOTS

When all the ballots have been cast, the Elections Committee will equally distribute the ballots between counting tables. The number of counting tables is determined by the number of available counting teams.

1. The Election Committee will separate the ballots into equal parts based on the number of counting tables. Counting tables to be determined by the number of Election Poll Workers to create the required counting teams.
2. Each ballot will be checked for validity during the dividing of the ballots and all questionable ballots will remain with the Chair.

## COUNTING BALLOTS

All counting is done by Election Poll Workers in four (4) member teams appointed by the Elections Committee. One member will be appointed Team Leader.

1. The team leader calls off the proper name for the vote cast on each ballot. If there is a question about a box or a section is incorrectly marked, the entire ballot is held out for a later ruling by the Chair. Only the committee Chair will make decisions about questionable matters on the ballot.
2. Team members #2 and #3 each record the called votes on separate counting sheets, by marking off the numerical digits corresponding to the name called. The last digit marked represents the total number of votes for that candidate, site, or amendment.
  - Official counting sheets (**See APPENDIX H**) are to be used. Each sheet has 100 numbers per section, the numbers are to be crossed off using a red felt tip pen on the first ballot, and green felt tip pen on any recount required in a section. The last number crossed off is the total count and shall be marked in the “total” column when counting is concluded.
3. Counting teams should pause after every 25 ballots have been counted to “spot check” results. If there are any discrepancies, this allows for a smaller set of ballots needing to be recounted.
4. Team member #4 is the observer to insure the team leader calls the votes correctly. The team leader and the observer (team member #4) can assist each other in calling and observing.
5. When all unquestioned, valid ballots have been called, the team leader compares the two (2) count sheets. If they are not identical in all respects, a recount is made on the sections in question. This continues until all counts are identical. Once identical each team member signs the report.

6. The team leader informs the Chair. The Chair then calls the various leaders, one by one to his/her table. The team leader brings all count sheets, the counted ballots and any unused or not picked up ballots to the Chair's table.
7. All questionable ballots should have already been picked up during the calling process. The questionable ballots will be counted at the Chair's table by the Election Committee members and the count recorded on official counting sheets.

## **TALLY AND VERIFICATION OF VOTE COUNT**

The Chair and members of the Election Committee enters the vote totals from each group of counting sheets on the Tally Sheets **(See APPENDIX I)**. The Chair may begin this process as counting teams finish their work even if other counting teams are still tabulating their vote totals.

- One Election Committee member calls the votes while two other committee members record the votes on their own Tally Sheets and the Chair observers. When both Tally Sheets have been added and agree, the Chair will sign both sheets along with the Election Committee Members involved in the tally.

## **DECLARING ELECTION RESULTS**

The official ballot count to be used in determining the majority or 2/3 votes cast will be the number of votes legally cast and valid. This excludes invalidated ballot sections or ballots issued and not cast. If a runoff election is necessary, instructions as to time, place, category, candidates, etc. are provided in the "runoff elections" section of these procedures.

1. The Chair determines whether victors may be declared (as per governing requirements). He/she then informs the Presiding Officer that an initial election report is ready. Winners are reported on a separate reporting sheet. **(See APPENDIX J)**
2. The Chair is summoned for his/her report to the convention body at an appropriate moment. The Chair provides reports to the Presiding Officer, who then relays the message to the attendees.
3. The completed ballots, credentials, counting and tally sheets are given to the Presiding Officer at this time or when convenient soon after. The Presiding Officer shall retain the ballots for 90 days following the adjournment of the convention, and then destroy them.

# RUNOFF ELECTION

If a runoff election is required, it will be conducted in the same manner as the prior election. It will use the same rooms, tables, and volunteers to handle these elections. Voting Members and Club Delegates will be required to present proper credentials in order to receive a ballot.

These elections will start 20 minutes after the announcement to the convention body. These elections and all succeeding elections will be open for 30 minutes or as specified by the election Chair.

# FLOOR BALLOTS

Should a secret ballot be required on the convention floor for an unanticipated topic, official “extra ballots” (**See APPENDIX K**) are distributed to all Voting Members and Club Delegates by the Sergeants-at-Arms.

1. Convention badges with correct ribbons or signage attached must be worn to receive a ballot.
2. The ballots are marked by the Voting Members and Club Delegates, in their seats, and passed face down to the end of the row, where they will be collected.
3. The Election Chair will take the ballots to a room (secured by Sergeants-at-Arms) and the election committee will count the ballots. This will be done as indicated in “counting ballots.”
4. Should business items for ballot vote be determined in time to be placed on the official ballot, Election Chair shall produce a new ballot, including changes for distribution prior to the vote.

# APPENDIX A - K

## APPENDIX A

Sertoma, Inc.  
Bylaws  
Last revised 2014

### ARTICLE V – MEMBERSHIP

- A. Individual Members
  - 3. Privileges:
    - b. All individual members as defined in this Article, who are a member of a Sertoma Club in good standing shall be entitled to vote as prescribed in the Policy Statements.
- B. Club Members
  - 3. Privileges:
    - a. Each Sertoma Club in good standing shall be entitled to one authorized club representative at the Annual Meeting or a special Convention as prescribed in the Policy Statements.
    - b. Clubs in good standing that do not have an authorized representative present at the Annual meeting will have the privilege to vote on officers, at-large board positions, and changes to the Governing documents in the manner prescribed in the Policy Statements.

### ARTICLE VII – GOVERNANCE

- B. Officers and Directors
  - 2. Election: The Officers and Directors will be elected or appointed in the manner prescribed in the Policy Statements.
  - 3. Officers:
    - a. The elected officers of Sertoma shall be a President, President-Elect and two (2) Vice Presidents. The term of each elected officer is one year.
    - b. The appointed officers of Sertoma shall be the Treasurer and Secretary. The term for appointed officers shall be defined in the Policy Statements.
  - 4. Directors:
    - a. Ten Directors shall be elected from the divisions and at-large as defined in the Policy Statements.
    - b. The term for each Director is three (3) years, with a rotation of terms each fiscal year as defined in the Policy Statements.

Sertoma, Inc.  
Policy Statements  
(revised 2015)

### ARTICLE III GOVERNANCE

- H. Meetings
  - 3. Voting and Quorum.
    - a. Voting Privilege.
      - i. Members: Each member of a Sertoma Club in good standing may vote at all meetings.
      - ii. Clubs: Each Sertoma Club in good standing shall be entitled to one vote at all meetings. The member casting the Club's vote at the Division level shall bear a certificate duly authenticated by the President and Secretary of his/her Club. Clubs will vote by a vote of the Club's Board for national meetings. Those votes can be mailed in advance, or presented at the meeting as defined in the Procedure Statements.
      - iii. Good standing: For voting status, the club of a member must be in good standing as of the first day of the voting session, as shown by the record of Sertoma, Inc. The members of any Club chartered after the first day of the quarter shall be entitled to vote according



- to the official records of Charter Members at Sertoma Headquarters. For voting status, clubs must be in good standing for all financial and reporting requirements
- b. Voting Limitations. An individual member has only one vote; however, he/she may also cast a vote for his/her club as defined under voting privilege.
  - c. Voting Disclosure. All candidates may, upon request, receive the number of members eligible to vote in any elections from the Chairman of the Elections Committee.
  - d. Quorum.
    - i. Annual Meeting. The quorum shall consist of not less than two hundred (200) eligible voters with votes representing no less than one-third (1/3) of the total number of clubs
    - ii. Division Meetings. The quorum shall comprise the eligible voters present and representing not less than one-third (1/3) of the total number of clubs in the designated region or district.
5. Elections
- a. Date and Time.

The date and hours of the election of Officers and at-large Directors at the Annual Meeting and the nomination and election Directors and Governors at the Regional and District Meetings shall be indicated in the Official Program and shall be subject to change only in accordance with the Rules of the Meeting.
  - b. Procedures.

All nominations and elections will be conducted by the approved procedures of Sertoma and the most current version of Robert's Rules of Order.
6. Voting
- a. Timing of Votes.

No vote shall be taken on any Bylaws Amendment or any other substantive matter, other than salutary or congratulatory matters, prior to the time designated in the Official Program unless it is a vote for an officer unopposed.
  - b. Type of Votes.
    - i. Elections. Voting for Officers or at-large Directors shall be by secret ballot, except for a nominee who is unopposed.
    - ii. Resolutions and Motions. Voting for Resolutions and motions can be by secret ballot or from the floor as determined by the Presiding Officer provided it does not conflict with these Bylaws or Robert's Rules of Order. Club votes at the Annual Meeting are always by ballot.
    - iii. There shall be no vote by proxy or by cumulative voting.

Sertoma, Inc.  
Procedure Statements  
(revised January 2015)

### **Nominations and Elections**

Standards and Authority. The standards and authority for all nominations and elections within Sertoma are defined in Article III of the Policy Statements and where not in conflict with these Policies, the most recent edition of "Robert's Rules of Order."

Procedures and Administration. All elections processes, including nominations, credentialing and balloting, will be administered according to the most recently approved Sertoma Election Procedural Manual.



Announcement Deadline. Announcement of candidacy for national officer must be received in writing to the Executive Director of Sertoma, Inc., by the date determined by the Board to be no less than (90) ninety days prior to the first business session of the Annual Convention in order that they be included in all Sertoma supported activities related to the election.

## **APPENDIX B**

### **Election Materials**

- 1) Election Manuals
- 2) Ballots
- 3) Ballot Boxes
- 4) Count Sheets
- 5) Pens
- 6) Calculator
- 7) Tape and Dispenser
- 8) Stapler and staples
- 9) Rubber Bands
- 10) Pencils
- 11) Committee Ribbons

## APPENDIX C

### INSTRUCTIONS TO MEMBERSHIP

Good morning and thank you for the opportunity to serve you as your Election Committee Chair.

1. We will use card ballots -- (show samples.)
2. The polls will open Saturday morning at 7:00 a.m. and close at 8:30 a.m., in the \_\_\_\_\_  
\_\_\_\_\_ Room.
2. You must visit the Credentials Registration desk to receive proper identification to show you are eligible to vote.
3. You will need your registration badge to vote, and proof of your voting credentials. If you are the Club Delegate, you will also need your signed Voting Credential Certificate. If your name or your club name on your registration badge does not agree with your credentials, please see the Credentials Chair immediately.
4. Each Member in Good Standing will receive one ballot. If you are the Club Delegate, you will receive an additional ballot. You will mark your ballot and place the ballot in the ballot box as you leave the polling area. Please do not fold your ballot.
5. Please limit your visiting in the polling area. We will not discuss the status of the voting, including the number of delegates who have or have not voted.
6. You will cast 1 vote for each office on the ballot. Invalid ballots: (APPENDIX D) if you fail to mark the appropriate number of boxes for an Office, your ballot will be declared invalid. If you make a mistake on a ballot, do not erase—see the Chair for a new ballot.
7. Recognize Election Committee.
8. Any questions?
10. Thank you for your cooperation.

## **APPENDIX D**

### **INVALID BALLOTS**

Incorrectly marked ballots will be invalidated for only that portion or section of the ballot that is incorrect.

(Example: failure to mark the appropriate number of boxes in contested election)

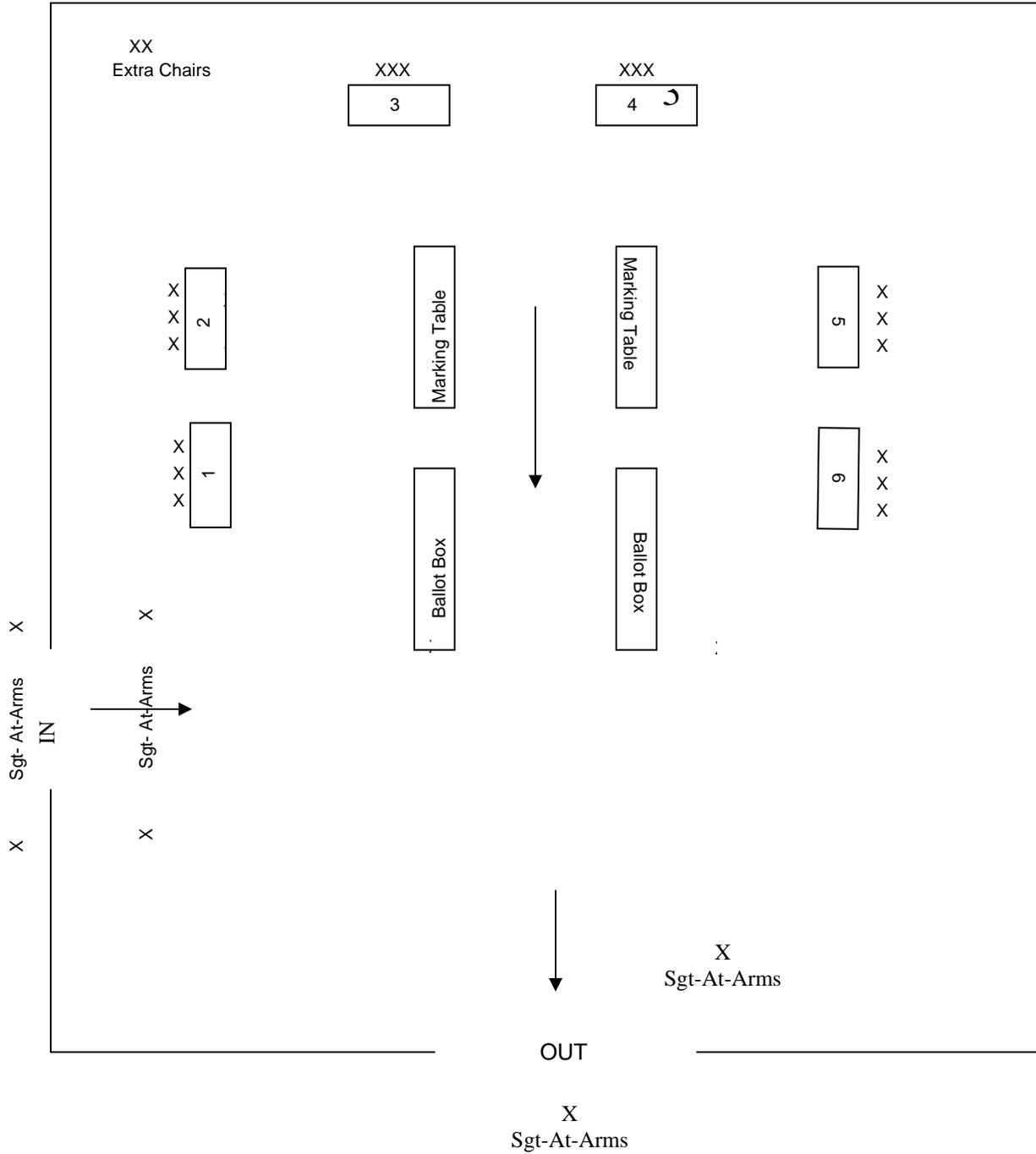
The remainder of the ballot shall be counted as a normal or correct ballot.

Ballot sections will be declared invalid if they do not meet the following criteria:

- A. Director: one and only one candidate must be marked.
- B. Amendments (if applicable): mark only for or against each amendment presented on the ballot.
- C. Resolutions (if applicable): mark only for or against each resolution presented on the ballot.
- D. Voting for too many, too few, or not at all for a contested section on the ballot makes only that section invalid.
- E. Convention Location (if applicable): one and only one location must be marked.

# APPENDIX E

Typical Voting and Counting Room Layout  
 Room sizes and shapes will determine actual layout



## APPENDIX F

### Voting Assignments

	Member		Region
#1	_____ _____ _____	Leader	_____
#2	_____ _____ _____	Leader	_____
#3	_____ _____ _____	Leader	_____
#4	_____ _____ _____	Leader	_____
#5	_____ _____ _____	Leader	_____
#6	_____ _____ _____	Leader	_____

Chair	Committee	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sgt-At-Arms	Location		
_____	1	_____	_____
_____	2	_____	_____
_____	3	_____	_____
_____	4	_____	_____

## APPENDIX G

### Sample Ballot

<b>Region Convention</b>	
Mark the voting Square to the right of your choice like this:	<input checked="" type="checkbox"/>
<b>Director</b>	
Candidate #1	<input type="checkbox"/>
Candidate #2	<input type="checkbox"/>
<b>Convention Location</b>	
Location #1	<input type="checkbox"/>
Location #2	<input type="checkbox"/>
<b>Resolutions</b>	
<b>Resolution 1</b>	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

# APPENDIX H

## Sample Election Count Sheet

Date: \_\_\_\_\_

### Sertoma

### Regional Convention Election Count Sheet

COUNT SHEET  
BALLOT ONE  
PAGE \_\_\_\_\_

USING A (/) SLASH MARK, MARK THROUGH A NUMBER EACH TIME A VOTE IS COUNTED FOR A NAME OR ALPHA CHARACTER; LAST NUMBER MARKED IS TOTAL FOR THAT ITEM. USE RED FELT TIP FOR FIRST COUNT, GREEN FOR RECOUNT.

CERTIFIED BY: Leader \_\_\_\_\_

Member 2 \_\_\_\_\_

Member 3 \_\_\_\_\_

Member 4 \_\_\_\_\_

C a n d i d a t e s	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	
	26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
	51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	
	76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	TOTAL
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	
	26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
	51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75	
	76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	TOTAL
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	
	26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75		
76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	TOTAL	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25		
26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50		
51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75		
76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	TOTAL	



# APPENDIX I

## Sample Tally Sheet

### SERTOMA Election Tally Sheet 1

Certified By: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

		Team 1, Leader	Team 2, Leader	Team 3, Leader	Team 4, Leader	Team 5, Leader	Team 6, Leader	Total Of Valid Ballots	% of Valid Vote	(Memo Only) Invalid Ballots
<b>Director</b>	_____									
	_____									
<b>Resolution</b>	_____									
	_____									
<b>Location</b>	_____									
	_____									



**APPENDIX J**

Sample Reporting Sheet

**Sertoma  
Elections Reporting Sheet**

Director

# Votes

\_\_\_\_\_

\_\_\_\_\_

Resolutions

# Votes

Yes

No

Location

# Votes

\_\_\_\_\_

\_\_\_\_\_



# APPENDIX K

## Sample Extra Ballot

	Extra Ballot # _____
_____	
_____	
_____	
_____	