

2009 GSPCA Election Counting Procedure

Counting Committee

- Chairperson
- Counter #1
- Counter #2

Single issue election procedure	
Chairperson	1. Remove the addressed, date stamped GSPCA BALLOT envelopes for a section
Chairperson	2. Open the envelopes, remove ballot(s), and place envelope in container for shredding
Chairperson	3. Verify 1 ballot envelope if single (S) membership, 2 ballot envelopes if family (F) membership as indicated on return address label
Chairperson	4. Remove and open the small ballot envelope(s), verifying 1 ballot per envelope
Chairperson	5. Inspect ballot for validity ¹ (correct marking) (if the ballot is mismarked or unmarked and the voter's opinion or will cannot be determined, the ballot will be deemed VOID, placed aside, and excluded from the vote tally)
Chairperson	6. Sort ballot into stacks by vote (e.g. yes or no, or candidate)
Chairperson	7. Hand one stack to counter #1
Chairperson	8. Hand other stack to counter #2
Counters	9. Tally the vote of their stack on the tally sheet
Chairperson	10. Exchange each stack to the other counter
Counters	11. Tally the vote of their stack on the tally sheet
Counters	12. Give tally sheet and ballot stack to Chairperson
Chairperson	13. Verify tally counts match (if the count does not match repeat steps 7-12)
Committee	14. Repeat for all sections
Chairperson	15. Place tallied ballots into container for retention by Secretary
Multiple elections per section procedure	
Chairperson	16. Remove the addressed, date stamped GSPCA BALLOT envelopes for a section
Chairperson	17. Open the envelopes, remove ballot(s), and place envelope in container for shredding
Chairperson	18. Verify 1 ballot envelope if single (S) membership, 2 ballot envelopes if family (F) membership as indicated on return address label
Chairperson	19. Remove and open the small ballot envelope(s), verifying 1 ballot per envelope
Chairperson	20. Inspect ballot for validity ¹ (correct marking) (if the ballot is mismarked or unmarked and the voter's opinion or will cannot be determined, the ballot will be deemed VOID, placed aside, and excluded from the vote tally)
Chairperson	21. Sort ballot into stacks by vote (e.g. yes or no, or candidate)
Chairperson	22. Hand one stack to counter #1
Chairperson	23. Hand other stack to counter #2
Counters	24. Tally the vote of their stack on the tally sheet
Chairperson	25. Exchange each stack to the other counter
Counters	26. Tally the vote of their stack on the tally sheet
Counters	27. Give tally sheet and ballot stack to Chairperson
Chairperson	28. Verify tally counts match (if the count does not match repeat steps 21-26)
Chairperson	29. Sort ballot into stacks by other vote (e.g. yes or no, or candidate)
Committee	30. Repeat steps 21-26 per election on ballot
Chairperson	31. Verify tally counts match (if the count does not match repeat steps 21-26)
Committee	32. Repeat for all sections

Chairperson	33. Place tallied ballots into container for retention by Secretary
Overall Election procedure	
Chairperson	34. Total tally sheet count of valid ballots for all sections onto the 2009 GSPCA Election Results sheet. For any Constitution & By-Laws amendment proposals ² , calculate the 2/3 requirement for amendment passage, and indicate on the 2009 GSPCA Election Results sheet whether the proposed amendment passed or failed
Chairperson	35. Sign, date and time the 2009 GSPCA Election Results sheet; place it and all tally sheets in an envelope, and seal said envelope
Chairperson	36. Give the sealed envelope to the GSPCA Secretary to be
GSPCA Secretary	37. Open the sealed envelope and report the results at the Annual Meeting. The tally sheets, the 2009 GSPCA Election Results sheet, and ballots will be retained

¹ Per Webster's New Collegiate Dictionary – a vote is a formal expression of opinion or will in response to a proposed decision; and valid is defined as having a conclusion correctively derived from premises.

Therefore, a valid ballot is one where the voter's expression of opinion or will can be derived from the marking of the ballot.

² Per the GSPCA Constitution & By-Laws, Article VIII, Section 2, ... The favorable vote of two-thirds (2/3's) of the members in good standing, whose valid ballots are returned within the time limit, shall be required to effect any such amendment.