

PROVINCIAL ELECTIONS COMMITTEE GUIDELINES

The Provincial Elections Committee is to consist of five (5) members:

One (1) Chairman

Four (4) Committee Members

Chairman's Duties:

1. To oversee the elections process and ensure all necessary requirements are available prior to voting.
2. To contact the Convention Chairman and discuss the requirements for elections by following the guidelines.
3. To instruct the four (4) committee members of the duties they are to perform.
4. To present the elections report to the Convention-Session-in-Progress as soon as possible.
5. To move acceptance of the elections report.
6. To give the report, credentials record, tally sheets and ballots to the Provincial Secretary immediately upon acceptance of the elections report by the membership.

Duties of the Four Committee Members:

1. To check and record credentials, issue ballots, then tally ballots on the sheets provided. **No ballot shall be issued unless the Brother presents his Convention Credentials for inspection first.**
2. Agree jointly that the ballot count is correct then sign the report form.
3. The committee members must keep the number of votes cast for each nominee confidential.

Ballots:

1. A Delegate at Convention receives one (1) ballot for the election. If a Past Worthy President attends Convention and is Credentialed instead as a Delegate, he shall receive only one (1) ballot for the election.
2. A Past Worthy President receives one (1) ballot for the election.
3. A Ten Year Secretary (local) receives one (1) ballot for the election.

Duties of the Provincial Secretary:

1. To retain master copies of all the election forms in his files.
2. Confirm that the Elections Committee Package remains in the Provincial Ballot Box for the Elections Chairman's use, who restores it to the Ballot Box after the election. If the Committee Package is missing, replace it ASAP.

NOTE: The Host Aerie Secretary will make extra copies of the forms as per required by the Elections Chairman.

Responsibilities of the Host Aerie:

TO PROVIDE:

1. A suitable area to hold elections (**avoid the entrance to the meeting room to avoid congestion and maintain some privacy**).
2. Two (2) tables and four (4) chairs for the committee members to perform their duties.
3. One (1) table and four (4) chairs for members to cast their votes.
4. Ballot box, pencils, six (6) paperclips.
5. Print copies of the Election Forms as required by the Elections Chairman.
6. Print ballots the day prior to voting.

Voting Procedures:

1. The four (4) committee members will be divided into two teams, two at each table (**this is to avoid line-ups and to increase efficiency when counting ballots**).
2. Each team will check and record Credentials on the forms provided and issue Ballots. **NOTE: The person issuing the Ballots will instruct the voter to cast his Ballot for "No more than five (5) candidates" for Provincial Trustee.**

3. If a voter wishes to vote for only one (1), two (2), three (3), four (4) or five (5) Trustees, he may do so. **(This does not constitute a spoiled ballot.)**

Counting Ballots:

1. The teams will be issued tally forms by the Elections Chairman.
2. The Chairman will explain how they are to be used.
3. Fill in on each space all the Trustees who are nominated stating the Office of Trustee under their name.
4. If other Elections are called for, write in the names of the nominees and the Office they are running for.
5. The ballots will be divided between the two (2) teams for counting.
6. The teams will mark on the tally sheet what team they are on Team 1 or Team 2.
7. The ballots are then counted for the first time.
8. Upon completion of the first count and recording the votes on the work sheets, the Chairman will collect the work sheets and issue new ones to the Teams.
9. The Teams will then exchange the Ballots they have counted with each other.
10. The Teams will count the ballots again for the second time. **(This is to ensure an accurate count and a double-check.)**
11. Upon completion of the second count, the Chairman and the Teams will check the tally sheets to ensure the two sets of work sheets balance with each other.
12. In the event the sheets do not conform to each other, and the error cannot be determined, the counting must be redone in the manner as first performed.
13. The Chairman will complete the report provided with the five (5) winning Trustees names and the votes received.

NOTE: The total numbers of votes received are not to be read out to the membership and the Committee Members are to keep the numbers confidential.)

Elections Report:

1. When the Elections Report is completed and signed by all the Committee Members, the work sheets, credential forms and ballots are collected by the Chairman.
2. The Committee Members return to the meeting in progress.
3. Upon the first opportunity the Chairman stands and addresses the Worthy Provincial President, and states the Elections Report is ready to be presented.
4. He then goes to a microphone or the Altar and reads the Elections Report.
5. He then says: "This report is submitted by Chairman and the Committee Members

1. _____ 2. _____ 3. _____ 4. _____

"We the Elections Committee move acceptance of this report."

6. Upon acceptance by the Membership, the Elections report, credentials record, tally sheets and ballots are immediately handed over to the Provincial Secretary.
7. The Chairman should thank his Committee for the job they have done.
8. Thank the Host Aerie for their co-operation to make the Elections go as required.
9. Thank the Worthy Provincial President for choosing him to Chair the Committee.
10. The Elections Committee has completed their duties.

NOTE: The Chairman should record the numbers the Credentials Committee reads out at each Session. This will tell him how many Election Forms and Ballots will be required.