



## MEETINGS – VOTING & ELECTIONS

### **Meeting Components**

Within the course of a meeting, there are several components that will come into play. Understanding these components will allow the meeting to proceed smoothly.

### **Voting**

Whether making a motion or conducting elections, the action is going to require a vote. Here is a brief description of each type of voting:

### **Voting on Motions**

**Majority Vote** – Requires more than half of the votes cast, such as when voting to approve an action (e.g., purchasing a computer).

**Two-thirds Vote** – Requires two-thirds of the votes cast, such as when approving bylaw amendments.

**NOTE:** One way to calculate a two-thirds vote is to multiply the negative vote by two. If the resulting number is less than or equal to the affirmative votes, the motion is carried.

### **Voting on Elections**

**Majority Vote** – Requires more than half of the votes cast for that person. This form of voting is used when electing the officers. In addition, it is used when electing directors unless plurality vote has been adopted in accordance with Article V of the bylaws. If multiple candidates are running for a position, and a majority is not reached, the individual receiving the lowest number of votes is dropped from the ballot and the voting continues until an individual receives a majority of the votes.

**Plurality Vote** – The person who gets more votes than anyone else is the winner (even if it is not more than half of the votes). This form of voting is always used when electing delegates to the USBC and/or state annual meeting(s). In addition, it is used when electing directors if adopted in accordance with Article V of the bylaws.

**NOTE:** To determine when to use a majority or plurality vote, refer to the *USBC Bylaws*.

### **Ways to Vote**

There are four main ways to vote. A vote may be taken by:

**General Consent** - This type of vote is used to approve a motion if there appears to be no opposition. Example: "If there is no objection, the meeting is adjourned."

**Voice Vote** - This is used at large meetings on routine matters that are unlikely to cause an argument. The presiding officer says, "All those in favor say 'Aye.' All those opposed say 'No'." The presiding officer judges the vote by the volume of sound. This method may not be used for elections, except when there is only one candidate.

**Hand Vote** - If a voice vote cannot be determined, show of hands can be taken. The presiding officer asks for a show of hands for votes on the motion. The votes could be counted by the sergeant-at-arms (if applicable) and/or tellers. The presiding officer announces the result of the vote. A show of hands may not be used for elections.

**Ballot Vote** - Ballot votes are used for elections and controversial motions, in which secrecy is desired. If a member feels a ballot vote is necessary, he/she can make a motion for a vote by ballot. A motion to use a ballot vote needs a second, is not debatable, and requires a majority vote to be approved.



**NOTE:** Voting by mail, e-mail, or teleconference is for emergency/urgent issues only, must be allowed by state law and adopted into your bylaws. To determine if state laws provide for mail, e-mail, or teleconference voting, contact your respective Secretary of State. For details on procedures, please reference Chapter 10 of the *USBC Association Policy Manual*.

**Elections**

The election process can be complicated at times. This section provides details of the process including nominations, the stagger system, eligibility requirements, and teller responsibilities, among other things. This section includes step-by-step election instructions, so association elections run more smoothly.

**Nominations**

The election process begins with nominations. The nominating committee, if applicable, will gather and review the resumes/qualifications submitted by each individual seeking a board position. Ultimately, the committee, if applicable, or the board will put together a slate, which highlights the candidates the committee/board believes to be the worthiest for each position.

At the annual meeting, the nominating committee will ideally have printed candidate qualifications to distribute to members as they enter. In addition, immediately preceding the election, the nominating committee will present its report, which consists of the slate, along with candidate qualifications if they were not distributed at the beginning of the meeting. Once the report has been made, the elections would begin. It is the presiding officer that presides over the actual elections, handles nominations from the floor, etc., unless he/she is up for election.

**Stagger System**

A stagger system, which is required when an association uses two or three-year terms, shows which positions on the board are up for election in any given year. The association’s stagger system is to be approved by the members/youth representatives/delegates at the association’s annual meeting and is included in Article V, Section D of the association’s bylaws. A system of staggered elections allows for increased stability in the association. To some degree, it ensures knowledge and experience is maintained on the association board.

**SAMPLE STAGGER SYSTEMS:**

**Two-Year Terms**

Odd Years

President  
6 Directors

Even Years

Vice President  
5 Directors

**Three-Year Terms**

Year One

President  
6 Directors

Year Two

Vice President  
4 Directors

Year Three

4 Directors

**Eligibility Requirements**

Eligibility requirements are the minimum prerequisites a candidate must meet to qualify for an office. Additionally, a candidate to fill a vacancy must meet the same eligibility requirements for the position to be filled.

The association may adopt additional eligibility requirements beyond those already listed in the bylaws. For instance, the association may adopt an eligibility requirement which requires candidates for the office of president to have at least two years’ experience as a director on a board. Any eligibility requirements must be approved by the members/youth representatives/delegates at the association’s annual meeting and are added to Article V, Section B of the association’s bylaws.



## **Electing the Board**

The following steps in this document, are designed for conducting elections using majority vote. However, election by plurality vote follows most of the same steps. If plurality vote is used, the person(s) with the highest number of votes is simply elected. As a result, those steps beyond Step 14 would be unnecessary. A second ballot would only be needed if there would be a tie for the last position to be elected.

### **Before the Meeting:**

**Step 1** - Ballots are pre-printed by either the nominating committee, if applicable, or association manager. Pre-printed ballots will list the candidates placed on the slate and have blank spaces in case members are nominated from the floor. A sample pre-printed ballot is included at the end of this document.

It would be advantageous if multiple pre-printed ballots for each position to be elected are printed. The multiple ballots should be colored or numbered differently. The benefit of multiple pre-printed ballots for each position comes into play when a majority vote is not reached on the first ballot, and a second, third, or fourth ballot vote needs to be conducted.

### **At the Meeting:**

**Step 2** - Distribute the report of candidates, candidate qualifications, and pre-printed ballots as each member eligible to vote enters the meeting room.

### **During the Election:**

**Step 3** - The presiding officer asks for the nominating committee report, if applicable, or presents the slate of candidates. The nominating committee chair or presiding officer presents the slate of candidates to the membership. After it is read, the presiding officer resumes leading the meeting as applicable. A sample report is included at the end of this document.

**Step 4** - The presiding officer conducts the election, beginning with the highest-ranking office (president, then vice president, etc.). The presiding officer of the meeting should say: "For the position of president, Joe Bowler and Nancy Tenpin have been nominated by the committee/board. Are there any nominations from the floor?" (Nominations from the floor must be taken.)

A member can nominate by saying, "I nominate (name)." (No second is required.)

- (a) There are nominations from the floor – Go to *Step 5*.
- (b) There are no nominations from the floor – Go to *Step 10*.

**Step 5** - If a member is nominated from the floor, the nominating committee chair, if applicable, or the presiding chair verifies the member meets the eligibility requirements for the position.

- (a) If Yes – Go to *Step 6*.
- (b) If No, candidate is not placed on the ballot. Go to *Step 8*.

**Step 6** - Instruct members to write the name of the candidate nominated from the floor on a blank area of their ballot. Go to *Step 7*.

**Step 7** - If a member meeting the eligibility requirements is nominated from the floor and the nominating committee/board does not have multiple copies of the candidate's resume/qualifications to distribute, the qualifications are read by the nominating committee/presiding chair or the candidate is allowed the opportunity to present his/her qualifications verbally. Any candidate nominated from the floor:

- **STATE** - Must have submitted his/her qualifications to the nominating committee/board, in writing, twenty-four hours prior to the opening of the annual meeting.
- **LOCAL** - Must submit his/her qualifications to the nominating committee/board in a format and time frame specified by the committee/board.



Reading or hearing the qualifications of each candidate allows members to make a well-informed decision. A sample candidate qualifications form is included in this document. Go to Step 8.

**Step 8** - The presiding officer again says, "Are there any further nominations?" and pauses.

- (a) Yes – Go back to *Step 6*.
- (b) No – Go to *Step 10*.

**Step 9** - If no further nominations are made, the presiding officer declares that the nominations are closed.

**Step 10** - The presiding officer instructs the members to vote for "x" number of candidates. This number will usually be one; however, it could be more than one if electing multiple directors or delegates.

**NOTE:** If only one name is on the ballot, a ballot vote is not required. The individual is elected by acclamation. The presiding officer should ask the voting body if they accept the nominee by acclamation. A simple "yea" or "no" vote is needed. (Roberts Rules of Order, Newly Revised, page 428.) In this case, go to *Step 13*.

**Step 11** – Once directed by the presiding officer to do so, the ballots are collected by tellers and/or the sergeant-at-arms. (Ballots should never be passed or gathered by the voters. Each voter should place their own ballot into the box or handed directly to a teller.)

**Step 12** - Ballots are counted by tellers.

**Step 13** - The presiding officer announces the results of election, including the vote count.

- (a) Majority vote received – Candidate is elected.
- (b) Majority vote not received

**Step 14** - Ballot #2 (or #3, #4, etc.) is distributed and members are instructed to rewrite the name(s) of the candidate(s) that were nominated from the floor on the new ballot.

**Step 15** - The members are instructed to cross out the name of the individual who received the lowest number of votes on the previous vote. Go to *Step 10* to resume the election process.

**NOTE:** An individual may run for multiple offices. In addition, a board member wanting to run for another position does not have to give up his/her current position

### **Election of Directors**

The election of directors follows the same step-by-step process as outlined in the previous section. However, electing directors may be handled slightly different than officer elections.

While officer positions (i.e., president, vice president, etc.) must be elected individually, directors may be elected individually or together on a single ballot. Since the nominating committee's/board's responsibilities include developing the procedures for elections, they will decide which method to use.

One benefit of electing the directors on a single ballot is the potential for more efficient meetings. On the other hand, if each director is elected individually, a meeting could be more time consuming, especially if there are several director positions to be filled or the association anticipates a lot of nominations from the floor. Regardless of how directors are elected, a candidate must receive a majority vote to be elected, unless the use of plurality vote has been adopted in accordance with the bylaws.



Assuming the directors will be elected on a single ballot; the nominating committee/board will develop a slate of directors and place the entire director slate on a pre-printed ballot. The pre-printed ballots must also have blank lines on the bottom of the ballot, so individuals nominated from the floor can be added to the ballot. (A sample pre-printed director ballot is included at the end of this document.)

Based on the number of director positions up for election, the voting body is instructed to vote for up to "x" number of directors. Then:

- Majority Vote - The ballots are collected and counted. Anyone receiving a majority of the votes is elected.

If the number of directors receiving a majority of the vote is less than the number of director positions to be filled, a second pre-printed ballot is issued. The voting body is instructed to remove/cross-out those individuals on the pre-printed ballot that were elected (received majority vote), as well as the individual receiving the lowest number of votes on the previous ballot. Depending on how many director positions still need to be filled, the voting body will again be instructed to vote for "x" number of directors.

This procedure is repeated until the appropriate number of directors is elected.

- Plurality Vote - The ballots are collected and counted. The appropriate number of individuals with the highest number of votes is/are elected.

### **Electing Delegates**

The election of delegates is always done by plurality vote. Reference "before the meeting" to use the steps for plurality vote.

### **Tellers**

Tellers are individuals that distribute, collect, and count ballots at meetings, and report the vote back to the presiding officer. They could count hand votes as well. Should the tellers have any questions regarding their assigned responsibilities, they should ask the presiding officer.

Unless there is a tellers committee, the presiding officer will appoint two or more tellers. When selecting tellers, keep the following in mind:

- Tellers should not be candidates for election.
- Tellers should be unbiased. Any person that could be construed as having a conflict of interest should not be considered (i.e., sibling of a candidate in an election).

When counting ballots, tellers do not count blank ballots towards the total number of votes cast. Further, illegal votes are counted towards the total number of votes cast but are not counted towards a candidate (election) or choice (motion). Illegal votes include: unreadable ballots, votes for unidentifiable candidates, votes for ineligible candidates and votes for too many candidates.

<b>NOTE:</b> A misspelled name does not make a vote illegal if the meaning of the ballot is clear.
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Once ballots are counted, a teller's report is written and given to the presiding officer. The teller's report includes the number of votes needed to win, number of votes cast, as well as the results of the election. Once it is announced by the presiding officer, the teller's report is entered in the minutes, becoming a part of the official records of the organization. A sample teller's report is included at the end of this document.



### **Destroying Ballots**

The association may want to consider adopting a policy in its operation's manual, as applicable, outlining the procedure for destroying ballots. For instance, the policy could state that ballots are destroyed immediately after the meeting, unless a motion is adopted at the meeting to file the ballots for a specified amount of time.

If no policy is adopted, *Roberts Rules of Order, Newly Revised*, would be used. It indicates that if there is no possibility the voting body may order a recount (which requires a majority vote), the ballots can be ordered to be destroyed or to be filed for a certain length of time with the association manager (such as two weeks) before being destroyed.

### **Protests**

If a member/delegate/youth representative does not believe an election was handled properly, he/she can make a point of order at the meeting. The presiding officer could then make a ruling, but that decision could be challenged. If challenged, the members/delegates/youth representatives would ultimately decide to support the ruling of the presiding officer or the challenge. If a point or order is voiced during the meeting and **no action** is taken by the president officer/board, then a protest may be filed, in writing, to USBC Headquarters within 15 days of the meeting.

Updated 5-13-20



## Sample Candidate Qualification Sheet

### Grapevine USBC Association

Candidate Qualifications for President  
(Date)

**Candidate:** **Matt Strike**

#### **Bowling Experience**

##### **League:**

Secretary 18 years  
President 1 year

##### **Local Association:**

Vice President 3 years  
Director 6 years  
Director 2 years

##### **Other Bowling Affiliations:**

700 Club – Member 12 years  
Local Hall of Fame 10 years

##### **Committees Served:**

Scholarship – Chair 2  
Finance – Chair 10  
Awards – Member 8  
Tournament – Member 18

What goals do you want to achieve by leading this association?

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Education level: \_\_\_\_\_

Current Profession: \_\_\_\_\_

Skill Sets (Parliamentary procedures, customer service, computer, etc.):

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Community Relations (Chamber of Commerce, Charities, etc.):

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Hobbies: \_\_\_\_\_



## Sample Nominating Committee Report Form

### **Grapevine USBC**

Annual Meeting

(Date)

#### **Report of the Nominating Committee:**

To the board and members assembled at the Grapevine USBC Annual Meeting:

We, the Nominating Committee reviewed qualifications and eligibility requirements of each candidate as described in the *USBC Bylaws* and *Association Policy Manual* and make the following recommendations:

President (1): Bob Bowler  
Judy Headpin

Directors (6): Brad Lanebed  
Andy Gutterball  
Denise Spare  
Sue Frame  
Todd Scoresheet  
Linda Turkey  
Mike Split  
Melanie Foul

State Delegates (4): Pamela Snackbar  
Bart Oilpattern  
Sarah Strike  
Larry Arrow  
Chris Triplicate

National Delegate (2): Kelly Rosinbag  
Larry Arrow

Candidate's Qualification Sheets have been distributed to the voting members.

Respectfully submitted,  
Chair - Kathy Davis  
Members - Brett Jones, John Smith  
Laura Johnson, Earl Williams





## Sample Director Ballots

### **Ballot #1** **Director**

***Vote for no more than six (6) by placing an X next to the name(s).***

- Brad Lanebed
- Andy Gutterball
- Denise Spare
- Sue Frame
- Todd Scoresheet
- Linda Turkey
- Mike Split
- Melanie Foul
- \_\_\_\_\_
- \_\_\_\_\_

### **Ballot #2** **Director**

***Vote for no more than \_\_\_\_\_ by placing an X next to the name(s).***

- Brad Lanebed
- Andy Gutterball
- Denise Spare
- Sue Frame
- Todd Scoresheet
- Linda Turkey
- Mike Split
- Melanie Foul
- \_\_\_\_\_
- \_\_\_\_\_

### **NOTE:**

If Majority vote is used for the election of directors, cut the ballots in half, and distribute Ballot #1. Ballot #2 would only be used if 6 candidates did not receive a majority vote on the first ballot.

If this were this case, Ballot #2 would then be distributed, and the members should be instructed to re-write the name(s) of the candidate(s) that were nominated from the floor on the second ballot.

Next, the members should be instructed to cross out the names individuals that were elected (received majority vote), as well as the individual receiving the lowest number of votes on the first ballot. Depending on how many director positions still need to be filled, the voting body will be instructed to vote for 'x' number of directors.



## Sample Tellers Report

Office to be elected: **President**

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Total number of votes cast	100
Necessary for election	51
Candidate A received	56
Candidate B received	41
Illegal votes (if any)	3

Reason: Voted for ineligible candidate (2)  
Voted for too many candidates (1)

Candidates listed in the order of number of votes received, beginning with the highest.

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