# MIDWEST ARCHIVES CONFERENCE

**TELLER COMMITTEE GUIDELINES**

**I. Purpose of the Committee**

The Teller Committee (Tellers) shall collect the ballots and tabulate the legal votes cast in the Midwest Archives Conference (MAC) election and report the results to the President. Tellers are not involved in the pre-election process or in conducting the election

**II. Committee Selection, Size and Length of Term**

With the approval of Council, the President shall appoint two members who serve as the Tellers. The Tellers should be from different states in the MAC region. The tellers serve 2-year staggered terms. Tellers may serve two consecutive terms.

**III. Reporting Procedures**

1. Once the voting is complete, the MAC webmaster extracts the voting data into a spreadsheet and sends the spreadsheet to the tellers. The tellers use the spreadsheet data to count the number of votes for each candidate, counting one office at a time. Each teller should do this independently so the two tellers can compare their results for accuracy.
2. Once the tellers agree on the results, one teller sends these agreed-upon results to the President listing each office, the candidates, and the number of votes each candidate received. The President forwards these results (minus count totals) to Council and the Nominating Committee Chair. The Nominating Committee Chair informs the Nominating Committee of the results and they contact the candidates.
3. An email report of the election results shall be submitted to the President as soon as possible after the election is completed on March 1. The report shall follow the format outlined on pages 167-168 of American Institute of Parliamentarians *Standard Code of Parliamentary Procedure* (2012) (see Appendix A). The report (with vote totals) shall be included in the Nominating Committee Chair's report during the annual business meeting.
4. The list of winners (without vote totals) shall be posted prominently on the MAC web site and disseminated via the MAC listserv.
5. The list of winners (without vote totals) shall be reported in the first *MAC Newsletter* following the spring meeting.
6. If a runoff election is necessary, it shall be conducted online as soon as possible. Runoff elections results will be sent to the Tellers by the MAC Webmaster. The Tellers shall tabulate the ballots and report the results to the President via email.

**IV. Responsibilities and Duties**

A. The Tellers receive the election results from the MAC Webmaster. The Tellers shall tabulate the legal ballots and votes cast, and report, orally or by email, the results to the President immediately. A written email report of the election results shall be submitted to the President prior to the annual business meeting.

B. The election period is scheduled from the first Monday in February to the first business day in March. To be legal ballots must be submitted before the close of the ballot. In determining the legality of ballots, the Tellers shall be governed by the rules on pages 166-167 of American Institute of Parliamentarians *Standard Code of Parliamentary Procedure*, (2012) (see Appendix A).

C. A candidate shall be considered elected to office when the winning candidate of two (2) candidates shall receive a majority of the legal votes cast for the office and when the winning candidate of more than two (2) candidates shall receive a plurality of the legal votes cast for the office. All ties which affect the outcome of the election shall be resolved by a runoff election conducted by the Chair of the Nominating Committee or his/her designee online where the winning candidate of two (2) candidates shall receive a majority or the winning candidate of more than two (2) candidates shall receive a plurality of the legal votes cast.

D. The Tellers shall receive the runoff voting data from the MAC Webmaster, tally the legal ballots and votes cast, and report the outcome in writing to the President.

E. As soon as the election results have been accepted by the President, Council, and the Membership, the Tellers retain ballot data for three months. If no challenge or dispute arises at the annual business meeting, or within this time frame, the ballot data may be disposed.

F. Access to ballots is not permitted unless the results of the election are challenged. In this instance, the President shall empower the Nominating Committee to investigate the challenge.

G. Pursuant to the policy approved at the 14 July 1978 Council meeting, election statistics (i.e. the vote count) shall be made available to any MAC member upon written request to the President.

H. All changes to the Teller Committee Guidelines shall be reported to the President who shall submit them to Council for approval.

Revision approved by Council: May 13, 1993

Revision approved by Council: January 21, 1994

Revision approved by Council: April 29, 2004

Revision approved by Council: January 15, 2016

**Appendix A**

