



Procedure for Counting Votes

Directions:

We ask for a promise from each of the people who see the voting numbers keep them confidential, and not share them with others. Our Vote Counting Team is included in this requirement.

1. Make two members per team; **Team A and B.**

1. Count the total number of ballots and verify the count by having the other team count your ballots a second time.

2. Team A count votes for the office of president, and Team B count votes for the office of Treasurer.

3. Then, Team A and Team B swap ballots and count the other team's votes to verify accuracy.

4. All ballots and records are to be delivered to the Nomination/Election Committee Chairperson for safe keeping until the chair has direction from the current Guild President as to when they may be shredded.

/corsair.Nom&Elec.Procedure for counting votes 2015