

ELECTION OF OFFICERS

General Information

1. Election is the first order of business under New Business on the date of the election.
2. Election is held at the first meeting in May and the first meeting in December except by Special Dispensation.
3. Election shall be by secret ballot without nomination from eligible members. The BGC decides on and announces the eligibility of members prior to the opening of the first ballot.
4. To be eligible for elections, a Daughter must have: (1) satisfactorily passed the Proficiency Test and (2) been a member of the Bethel and in regular attendance during the entire term in which the election is held.
5. Only members present may vote. No absentee ballots are allowed.
6. If the BG wishes to make any statement as to qualities one should consider when electing a member to an elective office, this should be done at a meeting prior to election night. She should also discourage campaigning by both members and adults. (See Appendices 3 and 4 for suggested Election Talks.)
7. At the meeting prior to, and at the election meeting, the bylaws concerning election and the procedure to be followed shall be read to the Bethel (Appendix 5). In addition, any parts of the Bethel's Guidelines referring to election should be read.

Preparing for the Election

8. With the approval of the ExBGC, the HQ shall appoint three (3) tellers, members or adults, who will work with the ABG in counting ballots. If members, they shall be persons not eligible for election. If adults, they shall not be parents whose daughter(s) is/are eligible for election.
9. The HQ may appoint two (2) additional people to pass out ballots and pencils, collect the ballots during voting, and collect pencils following the voting. These individuals shall have the same qualifications as the tellers. Tellers may perform these duties.
10. The BG Sec shall have ballots, pencils and tally sheets available for the election meeting.
11. The ABG will see that a table and chairs are available at which to count the ballots. This table should be set up near the BGC during election only.
12. The BGC should consider if new members will need assistance during the election. If necessary, BGC members should be assigned to sit next to new members. These BGC members should be given a list of Bethel members that the new members can refer to in writing their ballots.
13. The BG shall prepare a list of members eligible for elective office. She shall announce the names of these members eligible for election prior to the opening of the first ballot.

Procedure for the Election Meeting

14. There should be no talking among the members during election.
15. Bethel Officers do not leave their stations during election.
16. The HQ asks members present to stand and count off so the official number of voters is known. This number of ballots must be turned in each time; every voting member must turn in a ballot, even if the ballot is blank.
17. Only one ballot is distributed to each member at any one time. When the tellers are counting the ballots for an office, new blank ballots may be distributed. Otherwise, tellers may distribute a new blank ballot to every member at the time that they collect the previous ballot.
18. When the tellers have completed the counting of the ballots they fill out the tally sheet (Appendix 6).
19. Notice that blank ballots are subtracted from the total number of ballots before figuring the majority.
20. Election is by simple majority or more than half. If there were an odd number of ballots cast, such as 11, then 6 ballots would be necessary for election. If there were an even number of ballots cast, such as 12, then 7 ballots would be necessary for election.
21. The words spoken by the HQ during the election are in Appendix 7.
22. After the tellers have completed the tally sheet, they give it to the ABG. The ABG rises, addresses the HQ, and reads the tally sheet in its entirety. He does not announce who has been elected. He hands the tally sheet to the HQ, who reads the tally sheet again.

23. The tally sheets for the election are stapled to the minutes of the Bethel meeting and become a part of the official records of the Bethel.
24. By a motion, the ballots may be ordered destroyed or kept on file by the BGS for a period of time.