

# Balloting Instructions

Please **DO NOT** mark the ballots that you will receive in your registration packet at convention until you have received complete instructions from the President of Convention or his designee before the first ballot is taken.

## 1. Nominations

- After the Nominating Committee has placed the names previously received into nomination, nominations may be made from the floor. You must use the nominating slips that are in your packet to do this. Please fill it out, go to a microphone and place the person in nomination, and then give the nomination slip to the Secretary of Convention.
- All deputies will find a Nomination Information Sheet in their packets. You may use this for recording vote totals as they are announced and who won which office. When a nomination is made from the floor, you will find it useful to write in the additional nomination on this sheet in the space provided.

## 2. Using the correct ballot

- All ballots are numbered according to the ballot being taken at that time (i.e. 1, 2, 3, etc.) be sure that you use the correct ballot number. The correct number is announced with the instructions given before each ballot. Ballots used out of sequence will be declared invalid and your vote will not be counted.
- Each ballot is identified with "Clergy Use Only" or "Lay Use Only." Be sure you have ballots with the correct title appropriate to you. Do not use a ballot with the wrong title.

## 3. Voting for the correct number of candidates

- On the first ballot, you must vote for the number of candidates that heads the list of candidates in each section or "office." Voting for more or less will invalidate that section of the ballot and your vote will not be counted. This is a rule of convention.
- On later ballots, the Balloting Committee will instruct the convention on what offices remain to be filled and how many candidates still need to be elected for each. For offices that require several candidates to be elected, the number to be voted for will decrease as certain candidates meet the requirements for election. You must vote for the correct number of candidates as announced or your vote will not be counted.

## 4. Marking the ballot

- To vote for a candidate, darken the bubble to the left of his/her name. Darken the bubble completely. Do not use check marks or X's.
- You should have received a pencil to use in filling out the ballot. Do NOT use ink, ballpoint, or felt tip pens. You must use pencil.
- Note each office has a bubble next to the Office Letter, entitled "Do Not Mark." Make no marks in this area. It is reserved solely for the election judges.
- "Keep your bubbles clean." Make no stray marks. Erase unintended marks completely. Be particularly careful writing in names of floor nominations or when crossing out candidates who won on an earlier ballot or have withdrawn. Keep your writing away from all bubbles.

## 5. Casting your ballot

- Do not fold ballots. Folded ballots only slow down our counting process. Pages will collect the ballots in large manila folders.

## 6. Voting Panels

- Two small cards will be included in your registration materials. When a standing vote is called for on a question before the convention, you must hold this card up when you rise to indicate that you are a legitimate voter. The green card will be used to indicate a YES vote, the red card a NO vote.