

Ballot Counting Procedures:

- Students who count ballots should be supervised at all times...it is best not to have any student tallying/recording the total votes as they are reported class by class
- Counters should work with partners

Counting for less than 3 candidates:

1. One partner should take one stack of ballots
2. Divide the ballots in half, each partner taking half
3. On your tally sheet, simply record a slash mark for each voted candidate
4. Count and record your stack
5. Trade stacks with your partner
6. Record each voted candidate again with a slash mark
7. Count and record your stack
8. Compare results with your partner
 - if results are different: re-count until partners agree
 - if results agree: turn in signed tally sheets and ballots to the master tally person and start the process again with another class

Counting for more than 2 candidates: Preferential Ballots

1. Separate and count the ballots according to first choice and record in #1 column
2. Paperclip sorted stacks together
3. Trade stacks with your partner and recount until counts are in agreement (as in the directions above)
3. If no candidate receives a majority (must wait for all ballots to be counted to determine this), take the ballots of the lowest vote-getter and redistribute according to second choice
4. Recount the ballots for the remaining candidates and record in column #2
5. This process continues until a majority candidate is found (for 5 candidates on a ballot, students would have rank ordered their number 1-4 choices)

- All tally sheets should be given to one person to be recorded on a master tally sheet.
- All tally sheets will be saved.
- The final tally sheet should be counted by several people for agreement.
- All counters should sign each of their tally sheets and the master tally sheet.
- The ballots, tally sheets, master tally sheet, etc. should be put in an envelop for the Advisor. The winning candidates' names (no numbers) should be written on a separate piece of paper for the Advisor. He/she will give the information to the principal.
- All candidates should be called together for a meeting to announce the election results before they are announced to the school. All candidates should be made aware of other SGA leadership opportunities (committee chairman, etc.)

The confidentiality of the voting results is dependent upon the integrity of the people counting. They should not tell anyone the results!