

## APPENDIX 6

*The following is a sample memorandum that may be given to the elected tellers immediately after their selection.*

### MEMORANDUM TO ELECTED TELLERS

TO: Elected tellers  
FROM: Secretary of the election chapter

You have been chosen by the chapter to insure that the election will proceed in a fair and upright manner. This memo has been prepared to help you in the discharge of your responsibilities in the election.

1. You will take a special oath.
2. You are to see to the distribution of the ballots and are to watch over the ballot boxes while the ballots are being cast.
3. After all the ballots are cast, before they are opened, you count them. (In larger communities it may be helpful to have each teller count out a pre-determined number of ballots.)
4. The number of ballots must be equal to or less than the number of the electors. If the number of ballots exceeds the number of electors, tell the presiding officer. Do not open the ballots, but put them into a container marked INVALID BALLOT #1, INVALID BALLOT #2, etc.
5. If the number of ballots is equal to or less than the number of electors, the first teller opens the ballots, one at a time, and reads the name aloud.

At least one other teller then inspects the ballot to see that the correct name has been read. Finally the ballot is passed to the presiding officer. Tellers should be alert for invalid ballots; e.g., one with two or more names indicated. It is helpful to put each candidate's ballots in a separate pile so that a quick count can be made to verify the secretary's tally.

6. If, for any reason or in any way, you have come to know how someone has voted, you are bound to secrecy by your oath.
7. If at any time suspicion of fraud is present, inform the presiding officer at once.
8. Incapacitated electors, if they are unable to mark their ballots, may ask one of the tellers -- no one else -- to help them. Let them indicate the person for whom they wish to vote; you mark their ballot, and let them deposit it in the ballot box, unless they are unable to

do even this.

9. If someone is sick in the abbey and unable to get to the election hall, one or two tellers go to his room. Before the first election ballot, take along an oath form and have the elector repeat the oath after you (see **Appendix 8**). If the sick person is able to mark his own ballot, let him do this secretly. If he cannot mark the ballot, proceed as in number 8. You may report to him the results of the previous ballot, including, of course, the nominating ballot.
10. If there is not an election, the first teller announces this fact. The ballots should be placed in a container and marked BALLOT #1, etc.
11. When a candidate has been elected, the first teller asks the presiding officer to declare that an election has taken place (see **Appendix 9**). When the person elected has accepted, the two senior tellers witness his signature on the petition for confirmation (see **Appendix 10**).
12. After the presiding officer has given his approval, the tellers turn over all the ballots that have been cast to the secretary of the election, whose obligation it is to see that they are destroyed.