



IEEE Tellers Committee Operations Manual

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Approved by the IEEE Board of Directors

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SECTION I - RESPONSIBILITIES

IEEE Bylaw I-305.16. defines the function and membership of the Tellers Committee. The Tellers Committee Operations Manual guides members, staff, and suppliers in an effort to define the operations and the activities of the Tellers Committee and the IEEE Annual Election.

FUNCTIONS OF THE TELLERS COMMITTEE

- Recommends selection of an independent election organization and makes a formal recommendation to the IEEE Board of Directors for their approval.
- Determines ballot format and instructions to voters.
- Recommends approval of instructions to voters.
- Conducts a lottery process to pre-determine the sequence of the candidates listed on the Annual Election ballot for each election position. All related Annual Election materials will match the position of the candidates as determined by the lottery.
- Supervises the tally of the petition signatures or delegates the task to IEEE staff.
- The Chair of the Tellers Committee or his/her designee shall verify the process for petition candidates and inform the Tellers Committee and the IEEE Board of Directors accordingly. The Tellers Committee shall announce the tally of the petition signatures, not later than 15 working days following the deadline for receipt of petitions, in a report to the IEEE Board of Directors signed by the Tellers Committee Chair.
- Acts as Inspector of Election, as appointed by the IEEE Board of Directors.
- The Tellers Committee reviews the validation process and shall use the guidelines outlined in the Tellers Committee Operations Manual to determine at its discretion, the need for a recount. Recounts shall be witnessed by two election inspectors designated by the Tellers Committee Chair, who are not serving as first year members of the Tellers Committee.
- Announces the tally of the votes not later than the tenth working day following the final election ballot receipt date (first working day following 30 September).
- Announces the final recall election ballot receipt date or the final referendum ballot receipt date, as the case may be, in a report to the Board of Directors signed by the Chair of the Tellers Committee.
- Provides the IEEE Board of Directors with a final report setting forth the tally of votes. The report will include a letter signed by the Chair of the Tellers Committee. In the event of a recount(s), the report shall include details of the recount.
- Works with the election supplier to assure compliance with all applicable IEEE Bylaws, IEEE Policies and related procedures.
- Specifies candidate photograph requirements used in the annual election. The candidate photograph requirement used in the election typically follows those used in *Spectrum* and *The Institute*. Staff will report requirement changes in *Spectrum* or *The Institute* to the committee for instructions.

The Tellers Committee job description is available at http://www.ieee.org/documents/nac_pd_tellers.pdf.

The Vice Chair, appointed by the Board of Directors, assists the work of the Chair and acts on behalf of the Chair in the event of his/her incapacity.

CONFLICT OF INTEREST

IEEE Policy 9.8 - Conflict of Interest is applicable to all Committee members.

It is the responsibility of all IEEE Tellers Committee members to consider each item of business where they have a vote or decision-making authority to determine if a real or perceived conflict of interest may exist. Any such recognized conflict shall be disclosed immediately to the Tellers Committee Chair.

INSPECTORS OF ELECTION

In connection with the balloting for the election of officers and directors, and to comply with Section 610 of the New York Not-For-Profit Corporation Law, the members of the IEEE Tellers Committee need to be appointed as Inspectors of Election and each take and sign an oath to faithfully execute his/her duties as Inspector.

GOVERNANCE

The policies, procedures and regulations by which the IEEE and the IEEE Tellers Committee are governed are embodied in the following documents:

- **New York State Not-for-Profit Corporation Laws** – the law that governs not-for-profit organizations incorporated within the state of New York.
- **United States Internal Revenue Code** – IEEE is a 501(c)(3) Organization. IRS Code, Section 501(c)(3) Organizations provides guidelines for organizations that may qualify for exemption from federal income tax.
- **IEEE Certificate of Incorporation** – legally establishes the IEEE under the New York State Not-for-Profit Corporation Law.
- **IEEE Constitution** – contains IEEE's fundamental objectives and organization and can be approved and amended only by the voting members of the IEEE.
- **IEEE Bylaws** – govern implementation of Constitutional provisions in specific organization structures and are approved and amended by the IEEE Board of Directors.
- **IEEE Policies** – provide more detailed statements of specific policies, objectives and procedures and are approved and amended by the IEEE Board of Directors.
- **IEEE Tellers Committee Operations Manual** – provides more detailed procedures for the committee to follow.

SECTION II - ELECTION SUPPLIER

ELECTION SUPPLIER

IEEE contracts an independent contractor to perform annual election services. The services include the creation of ballot packages and the processing and tallying of election results. Through a competitive bidding process, the Tellers Committee selects and recommends a supplier to the IEEE Board of Directors for approval.

VISITORS

- The election supplier will receive in advance from Corporate Activities, a list of the Tellers Committee members, a list of all candidates whose names appear on the election ballot, and names of observers.
- All visitors must identify themselves to the election supplier, provide proper identification and follow the security procedures established by the election supplier.
- Any visitor refusing to follow specified procedures will be denied access to the supplier's facility.

OBSERVERS

- A candidate whose name appears on the election ballot or an initiator of a petition may be admitted to observe the processing of the ballots, provided they are accompanied by the Chair of the Tellers Committee, his/her designee, or an officer from the election supplier's staff. Candidates/observers are invited to visit the supplier's premises during the balloting period in August and September.
- A candidate for election or an initiator of a petition may designate someone to observe the ballot process on his/her behalf providing proper identification is presented to the election supplier.
- Candidates or observers are not permitted to handle any of the ballots or related materials or interfere in any way in the processing of the election. Any questions by a candidate or an observer will be directed only to the manager of the respective unit involved at the election supplier office.
- Election supplier shall permit any candidate or the authorized agent of any candidate to review the envelopes and ballots during regular business hours upon reasonable notice.
- Tellers Committee members are allowed free access to review and examine all ballots and ballot packages being processed.

SECTION III – COMMITTEE MEETINGS

The Tellers Committee shall normally meet in person twice a year, in the first quarter of the year and in October, at the location of the election processing supplier, to supervise the processing of election ballots received, and the tallying of the votes on Constitutional amendments, if applicable.

Meetings shall be held to allow compliance with IEEE Bylaw I-307.14.

Ballots shall be validated and votes shall be tallied under the actual or delegated supervision of the Tellers Committee not later than the tenth working day following the final election ballot receipt date. As provided in Bylaw I-307.14, the Tellers Committee shall announce the result of the tally of the votes not later than the tenth working day following the final election ballot receipt date in a report to the Board of Directors signed by the Chair of the Tellers Committee.

When necessary, the committee may meet and act upon the vote of its members by any means of telecommunication, provided a quorum is present. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the Tellers Committee unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, the IEEE Bylaws, the IEEE Policies or resolutions of the IEEE Board of Directors provided that the documents are not in conflict with any of the foregoing.

QUORUM

A majority of the voting members of the Tellers Committee shall constitute a quorum.

EXPENSE REIMBURSEMENT

- Ordinary and necessary IEEE travel expenses for Tellers Committee members are reimbursed in accordance with IEEE policies. Such policies are available in the IEEE Finance Operations Manual and the IEEE Travel Guidelines and Reimbursement document.
- IEEE Tellers Committee members shall be provided the IEEE Business Expense Reimbursement Policies and the Expense Form.
- Expense reports should be submitted to the IEEE Tellers Committee staff within two weeks of the meeting.

SECTION IV - PETITION CANDIDATES

As defined in Bylaw I-307.9, individual voting members may propose, by petition, names to be added to the IEEE annual election ballot for positions to be elected by the voting members, or groups of voting members, for the coming term.

Qualifications of petition candidates and procedures for announcement, distribution, and approval of petitions shall be specified in IEEE Policy 13.7.3.

All individuals seeking nomination by petition shall follow the same electioneering guidelines as nominated candidates from the time they begin their petition throughout the election process. Access to those who signed petitions will be limited to the staff responsible for validating the signatures or those who are responsible for the election process.

Verification that a petition has fulfilled the conditions of Bylaw I-307.9, and Policy 13.7.3., and that the petition candidate meets the qualifications of the office for which he or she is being nominated, shall be confirmed by IEEE election staff. The IEEE Board of Directors will be informed on the status of petition candidates via a report signed by the Tellers Committee Chair. The Chair can delegate the notification task to staff.

SECTION V - BALLOT COUNT PROCESSING AND VALIDATION

Ballots shall be tallied in accordance with established procedures.

COUNTING VOTES

The following guidelines shall be used to count the votes received:

- **Paper ballot returns**
 - Unsigned (blank) paper ballots do not count as valid votes.
 - Ballots not signed in the signature box provided do not count as valid votes.
 - The upper portion of the ballot form will be detached after validation and prior to tabulation of the vote by the election supplier. Detached ballot forms will be considered invalid and not counted.
- **Electronic ballot access**
 - Members can access and return their ballot electronically via the annual election ballot site.
 - If both a paper ballot and electronic ballot were received, the first ballot received will be counted.
- **Late ballots**
 - Ballots received after the balloting period will not be counted.
 - Late ballots will be opened for white mail (mail that is forwarded to IEEE for further processing, i.e., death notices, renewal payments).
- **Successful candidate**
 - The nominee for each office that receives the greatest number of qualified votes will be declared elected.
 - In the event of a tie vote, the Board of Directors will choose between the nominees involved.
- **Write-in candidates**
 - Effective in 2012, the IEEE Annual Election will not provide for write-in candidates on the ballot.

QUESTIONABLE BALLOTS

Ballots are considered questionable when the election supplier cannot determine the voter's intent. These ballots will be made available for review by the Tellers Committee Chair or a subcommittee appointed by the Chair prior to the Tellers Committee meeting, when determination on their validity will be made. Ballots determined to be valid shall be included in the final count reported at the Tellers Committee meeting.

RECOUNT OF VOTES

The following guidelines shall be used to determine if a recount is required:

- If the difference in the number of total votes (both paper and electronic) between the first and second place candidates in a specific election category is less than or equal to the potential number of errors from the valid paper ballots received for that election category, a recount shall be conducted.
- The potential number of errors from the valid paper ballots shall be determined by multiplying the total number of valid paper ballots received for that election category by the upper threshold of the 95% confidence interval surrounding the most recently published vendor error rate, rounded to the nearest integer.

Note: The currently published error rate is 0.0043 (0.0043%) with a 95% confidence interval of 0.0041 to 0.0043. Therefore, the upper threshold of the 95% confidence interval is 0.0043. The published error rate and confidence interval is provided annually, by the election supplier.

Recounts shall be witnessed by two election inspectors. They shall be designated by the Chair of the Tellers Committee, and may not currently be serving as first year members of the Tellers Committee.

A final report setting forth the tally of the votes will be prepared by the Tellers Committee. The report, and a letter to be signed by the Chair of the Tellers Committee, shall be provided to the IEEE Board of Directors. If applicable, and a recount of votes in any election category is necessary, such information will be provided, with specific details, as part of the Tellers Committee report to the IEEE Board of Directors.

DESTRUCTION OF PREVIOUS ELECTION MATERIALS

The election supplier is responsible for destroying previous year's election materials. The destruction date shall be 30 days following the later of (i) IEEE Board of Directors acceptance of the annual election results submitted by the IEEE Tellers Committee or (ii) the final determination of a challenge to the election in accordance with Bylaw I-307.18. Election staff will instruct the election supplier when materials can be destroyed.

SECTION VI – ELECTION RESULTS

TALLY OF VOTES AND RESULTS CERTIFICATION

A final report setting forth the tally of the votes will be prepared by the Tellers Committee. The report, and a letter to be signed by the Chair of the Tellers Committee, shall be provided to the IEEE Board of Directors. If applicable, and a recount of votes in any election category is necessary, such information will be provided, with specific details, as part of the Tellers Committee report to the IEEE Board of Directors.

Unofficial election results shall be kept confidential until it becomes public information.

CANDIDATE NOTIFICATIONS

Following the certification of the annual election results, both successful and unsuccessful candidates will be notified of the results for their election category via email.

SECTION VII – KEY ELECTION DATES

15 March	Slate of nominated candidates for inclusion on the IEEE Annual Election ballot must be received by the IEEE Board of Directors by 15 March of the year of the election. Slates shall be accompanied by each candidate’s written acceptance of his or her nomination. <u>Bylaw I-307.6 Submission of Slates</u>
15 April	Individual voting members who wish to circulate a petition shall submit a petition draft to the Board of Directors no earlier than 1 May of the year preceding the election and no later than 15 April of the year of the election. <u>Policy 13.7.3. Petitions and Signature Requirements</u>
First working day following 15 April	All candidate materials within the specified number of words must be received by the election staff by the first working day following 15 April. Materials due: <ul style="list-style-type: none"> • Biography • IEEE Accomplishments and Activities • Candidate Statement • Candidate photograph taken within two years of ballot material mailing <u>Policy 13.7 Nominations and Elections – Ballot Material</u>
1 May	Slate of nominated candidates is announced by the Board - usually in <i>IEEE Spectrum</i> . <u>Bylaw I-307.8 Voting Members Candidate Notification</u>
Friday preceding 15 May	By 12:00 noon Eastern Time USA (16:00 UTC), all petition signatures must be received by election staff to be counted (paper form via postal mail or electronic via petition website). <u>Bylaw I-307.9 Petition Candidates</u>
Friday preceding 15 June	By 12:00 noon Eastern Time USA (16:00 UTC), all candidate material approvals must be submitted to the election staff. Material approval not received from the candidate by the deadline will be omitted from the election materials provided to the membership (print and electronic formats). <u>Policy 13.7.2. Photographs; Biographies; IEEE Election Website</u>
30 June	Ballots will be created for all eligible voting members on record on 30 June (GSM grade or higher). <u>Bylaw I-307.11 Ballot Submission Schedule</u>
First working day following 14 August	Ballot packages will be mailed to eligible voting members who were on record on 30 June. <u>Bylaw I-307.11 Ballot Submission Schedule</u> All eligible voting members on record will receive an email notifying them that the ballots have been mailed and it will include electronic ballot access instructions.

<p>First working day following 30 September</p>	<p>Balloting period ends at 12:00 noon. <u>Bylaw I-307.14 Ballot Marking; Voting; Tellers Committee Announcement; Election Results</u></p> <p>All ballots received after the deadline will not be counted. They will only be opened for “white mail” (i.e., renewal payment, address change request, etc.)</p>
<p>October (tenth working day following the final election ballot receipt date)</p>	<p>Deadline for the tally of annual election results and certification/announcement by the Tellers Committee. Following certification of results, candidates will be notified. <u>Bylaw I-307.14 Ballot Marking; Voting; Tellers Committee Announcement; Election Results</u></p>
<p>November</p>	<p>IEEE Board of Directors acts to accept the annual election results submitted by the IEEE Tellers Committee. Election results become official. <u>Bylaw I-307.14 Ballot Marking; Voting; Tellers Committee Announcement; Election Results</u></p>
<p>December</p>	<p>Announcement of the annual election results is published in the first available issue of <i>IEEE Spectrum</i> or <i>The Institute</i>. <u>Policy 13.5 Announcement and Publication of Results of IEEE Elections and Referenda</u></p>

APPENDIX: TELLERS MEMBER RESOURCES

1. COMMUNICATIONS

- EMAILS
corp-20XXtellers@ieee.org, e.g., corp-2015tellers@ieee.org
IEEE Tellers Committee email alias is used to reach all committee members and key staff.

election@ieee.org, elections@ieee.org, corp-election@ieee.org
E-mail alias for IEEE members to contact the IEEE annual election. This address points to staff support for the annual election.
- IEEE TELLERS COMMITTEE WEBSITE
www.ieee.org/about/committees/tellers/20039231
The Tellers Committee home page provides links to the Tellers Committee meetings, operations manual and committee roster.

2. CALENDAR AND GUIDES

- IEEE ANNUAL ELECTIONS ACTIVITY SCHEDULE
www.ieee.org/about/committees/tellers/activity_schedule.html
Provides high level overview of committee operations and deadlines.

3. REFERENCE

- TELLERS COMMITTEE POSITION DESCRIPTIONS
http://www.ieee.org/documents/nac_pd_tellers.pdf
Descriptions of each position, including their responsibilities, eligibility requirements, qualifications and time commitment.
- IEEE GOVERNING DOCUMENTS
www.ieee.org/about/corporate/governance/index.html
IEEE Constitution, Bylaws, Policies, Major Board Operations Manuals, Standing Committee Operations Manuals
- VOLUNTEER DIRECTORY – IEEE ORGANIZATIONAL ROSTERS
<http://rosters.ieee.org/home.html>
All IEEE Tellers Committee members have access to the IEEE online rosters which provide the current contact information for the Tellers Committee and other IEEE officers and volunteers.

4. FINANCES

- IEEE VOLUNTEER RESOURCES
www.ieee.org/web/volunteers/home/index.html
Information on IEEE travel policies, expense reporting, volunteer news, commonly used forms and other resources to aid volunteers in their activities.

- IEEE TRAVEL GUIDELINES – IEEE Finance Operations Manual, Section 6 (FOM.6 – Business Expense Reporting)
http://www.ieee.org/documents/financial_ops_manual.pdf
- REIMBURSEMENT
www.ieee.org/about/volunteers/committee/finance/finance_expense_report.html