



CAPS Ballot Count Rules
CAPS BOARD OF DIRECTORS' ELECTION
October 2019

1. **Ballot Count Process Explanation.** MK Election Services representative(s) will begin the ballot count explanation promptly at noon, or as soon thereafter as practicable. Questions may be asked at the conclusion of the presentation only. The ballot count process begins after the explanation is complete.
2. **Ballot Count Staffing.** MK Election Services representative(s) and the Election Committee members will open envelopes and stack items as MK Election Services representative(s) direct. MK Election Services will scan/count all ballots cast.
3. **Elections Committee Determinations.** Rulings by the Elections Committee regarding whether to count or set aside any questionable ballots shall be final.
4. **Room.** A room shall be secured to conduct the ballot count to reasonably accommodate the number of members and staff expected. This room shall provide for the security of the ballots and the safety of all who participate.
5. **Room Configuration.** Tables will be secured at one end of the room, with adequate space to accommodate the movement of those involved in the ballot count process. Stanchions will be used to create a divider between those counting and those observing. No observers shall approach, touch or lean over the stanchion.
6. **Observers.** All CAPS members are authorized to attend and observe the ballot count. No photos, videos, or recording devices are permitted. Travel to view the ballot count is at the observer's expense.
7. **Civility.** Everyone attending the ballot count shall conduct themselves in a civil and respectful manner. Anyone who does not shall be expelled from the room permanently at the discretion of the Elections Committee Chair.
8. **Candidate Availability.** All candidates on the ballot **must** be available by phone or in-person during the hours of the ballot count.

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9. **Tie Breaker.** In the event of a tie, the Elections Committee Chair will initiate the coin toss per Article VIII, Section 3 (f) of the CAPS Bylaws which states: “A tie vote for any office shall be resolved by a coin toss in a manner prescribed by the Elections Committee. (Revised 09/16/95).” The Elections Committee will use a silver dollar for the purpose of a coin toss which will remain visible, on the Committee side of the stanchions. Only the candidates in question are authorized to approach the Committee. The Candidate’s name which appears first on the ballot, as a result of the randomized selection process, shall be assigned heads. The Candidate’s name which appears lower on the ballot, as a result of the randomized selection process, shall be assigned tails. MK Elections staff shall perform the coin toss. Each candidate may authorize one CAPS member to observe the coin toss on his/her behalf if they are unable to attend. Such authorization shall be in writing and be reasonably verifiable.
10. **Security.** A security guard will be contracted with by the CAPS Elections Committee to ensure all ballot count rules listed herein are observed.